Berwick High Schools



Student-Parent Handbook:

A Guide to St. Mary Parish Public Schools

Student Code of Conduct

Discipline Matrix

2026-2027

ST. MARY PARISH SCHOOL BOARD

District I	Ms. Guienzy M. Brent	District VII	Mr. Lawrence A. Guillory
District II	Dr. Tammie L. Wilson, Vice President	District VIII	Mr. Chad M. Paradee
District III	Mrs. Lindsey T. Anslem	District IX	Mrs. Alaina L. Black, President
District IV	Ms. Debra R. Jones	District X	Mr. Andrew V. Mancuso
District V	Mrs. Ginger S. Griffin	District XI	Mrs. Rhonda R. Dennis
District VI	Ms. Marilyn P. LaSalle		

FOREWARD

St. Mary Parish Public Schools welcomes you to the 25-26 school year. We are pleased to provide you with this student-parent handbook *A Guide to St. Mary Parish Public Schools* compiled to inform students and parents of important information such as this year's calendar, district programs, student-related policies, and various procedures. To reach maximum academic achievement and learn social responsibility, we must work together to maintain safe, structured, and courteous learning environments. This document clearly outlines the expectations of acceptable behavior and defines the consequences for unacceptable behavior. For your convenience, you may also view this handbook on our website. This handbook refers to district-wide regulations. Each school will communicate school-specific procedures and rules to students and parents in school handbooks found on school websites. We encourage you to review these documents with your child and ensure his or her understanding of procedures and expected behaviors.

Parents, thank you in advance for your continued support.
Students, we wish you a school year filled with extraordinary learning experiences.

DISCLAIMER

The regulations in this handbook are consistent with federal and state laws as well as parish policy. It is revised annually prior to the start of each new school year; therefore, any policies and procedures that may change during the school year will not be accurately represented in this handbook. Board approved revisions to existing policies and new policies will be updated in this handbook during the next revision cycle. Also, this handbook presents summaries of policies, procedures, and programming. Complete SMP Board policies can be found on our district website.

NON-DISCRIMINATION (JAA)

St. Mary Parish Public School System and all of its entities (including Career and Technical Education Programs) do not discriminate on the basis of age, race, religion, national origin, disability, or sex in its educational programs and activities (including employment and application for employment). Discrimination on the basis of sex is prohibited by Title IX of the Education Amendments (20 U.S.C. §1681), and discrimination on the basis of disability is prohibited by Section 504 (42 U.S.C. §794). Any person having inquiries concerning the St. Mary Parish School District's compliance should contact the following individuals: **Title IX Coordinator- Barbara Lancelin**, St. Mary Parish School Board, PO Box 580, Franklin, LA 70538. Phone: (337) 828-1767. Email: blancelin@stmaryk12.net. **Section 504 Implementation- Debra McClarity**, Director of Special Services, St. Mary Parish School Board, 474 Hwy. 317, Centerville, LA 70522. Phone: (337) 828-1767. Email: dmcclarity@stmaryk12.net . The Title VII contact is Kristi Estay, Human Resources Director, St. Mary Parish School Board, 474 Hwy. 317, Centerville, LA 70522. Phone: (337) 836-6001. Email: kestay@stmaryk12.net

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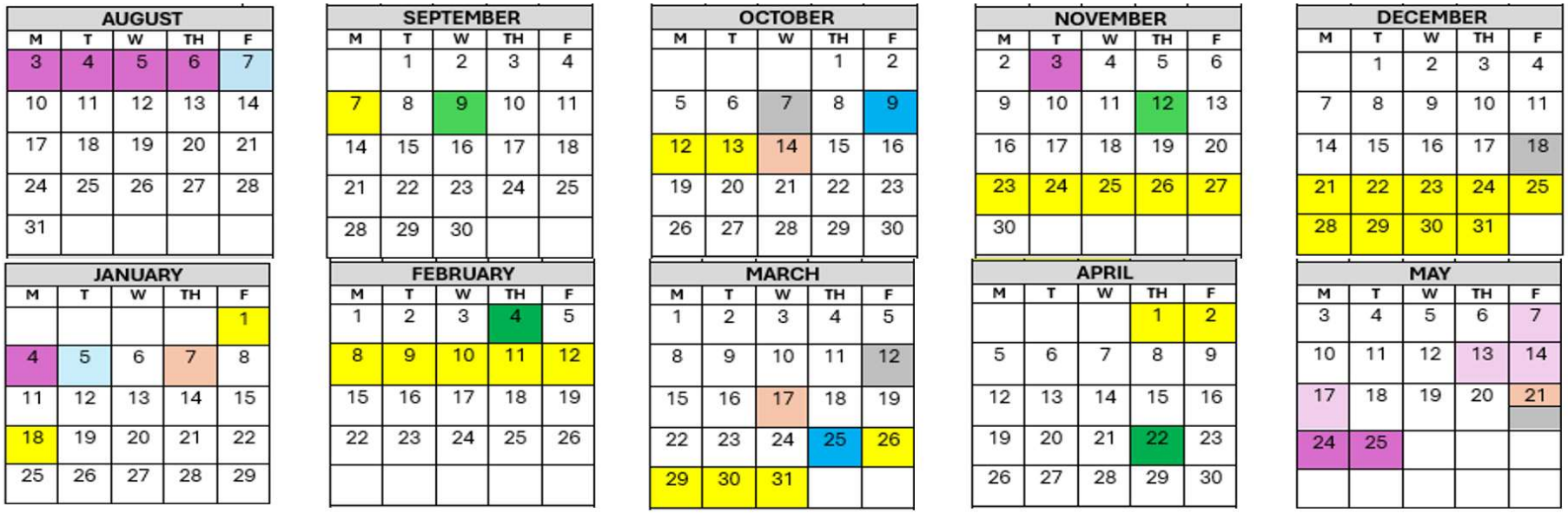
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2026-2027 INSTRUCTIONAL CALENDAR



AUGUST

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25			

SEMESTER STARTS FOR STUDENTS	PROGRESS REPORTS	HOLIDAY BREAKS	TEACHER INSERVICE DAYS
(K-12) **AUGUST 7:** First Day of School Fall **JANUARY 5:** First Day of School Spring	**SEPTEMBER 9** **NOVEMBER 12** **FEBRUARY 4** **APRIL 22**	**No School for Students** **SEPTEMBER 7:** Labor Day **OCTOBER 12-13:** Fall Break **NOVEMBER 23-27:** Thanksgiving **DECEMBER 21-JANUARY 1:** Christmas **JANUARY 18:** Dr. Martin Luther King **FEBRUARY 8-12:** Mardi Gras **MARCH 26- April 2:** Easter **MAY 31:** Memorial Day	**No School for Students** **AUGUST 3** **AUGUST 4-5** **AUGUST 6** **NOVEMBER 3** **JANUARY 4** **MAY 24 and 25**
LAST DAY OF GRADING PERIOD	**REPORT CARDS**	**MILESTONE DAYS**	**PARENT-TEACHER CONFERENCES**
OCTOBER 7: 1st Nine-Weeks **DECEMBER 18:** 2nd Nine-Weeks-**Early Release Day** **MARCH 12:** 3rd Nine-Weeks **MAY 21:** 4th Nine-Weeks	**OCTOBER 14** **JANUARY 7** **MARCH 17** **MAY 21**	**MAY 7**: Senior Last Day **May 13-14:** Senior Graduations **May 17:** 8th Grade Promotions **MAY 21:** Student Last Day	**No School for Students** **OCTOBER 9** **MARCH 25**

Fall EMERGENCY DAYS: 10/12, 10/13, 11/23, 11/24

SPRING EMERGENCY DAYS: 2/11, 2/12, 4/1, 4/2

A GUIDE TO ST. MARY PARISH PUBLIC SCHOOLS

ABOUT OR SCHOOL

Welcome to Berwick High School, home of the Panthers. Our school is located at 700 Patti Drive in Berwick. The office number is 985-384-8450

VISION

EmPOWERing all students to succeed – today and tomorrow!

MISSION

It is the mission of Berwick High School to educate ALL students to their highest academic abilities in a safe and character-building environment.

SCHOOL MOTTO

Creating a learning community dedicated to developing respectful and responsible citizens and empowering all learners.

ALMA MATER

Hail to thee our Alma Mater
Hail to thee dear Berwick High,
Raise our voice in pride and tribute,
for thy dear old name.

But higher yet we hold our banner,
wave it far and wide.
Now we pledge anew to Berwick,
Dear Old Berwick High.

Days we spent in work and play with
love for all of Berwick High
Life's long journey separates the
friendships that we shared.

May God bless those who take those
footsteps in the path we knew.
Now we pledge our faith and honor,

Dear Old Berwick High

MASCOT
Panthers

OUR PRINCIPAL
Mr. Toney Linn M.Ed.

OUR ASSISTANT PRINCIPAL
Ms. Grisel Torres, M.Ed.

OUR PROFESSIONAL SCHOOL COUNSELOR
Jamari Francis

ACADEMICS

St. Mary Parish Public Schools Pupil Progression Plan details how students at each grade level are graded, how final grades are determined, and how student are promoted from one grade to the next. This document also includes graduation pathways and outlines programs and needed assessments at each grade level. Here is a link to this document https://www.stmaryk12.net/Page/16354

High school promotion and transition considerations

Instructional Minutes: When awarding credit based on instructional time, LEAs shall provide a minimum of 7,965 instructional minutes for one Carnegie credit, and students shall be in attendance for a minimum of 7,515 minutes. In order to grant one-half Carnegie credit, LEAs shall provide a minimum of 3,983 instructional minutes, and students shall be in attendance for a minimum of 3,758 minutes.

Individual Graduation Planning: By the end of the eighth grade, every student (with the assistance of his parent or other legal custodian and school guidance personnel, counselor) or IEP team (when applicable) shall begin to develop an IGP. An IGP guides the next academic year's coursework, assisting students in exploring educational and career possibilities and in making appropriate secondary and postsecondary education decisions as part of an overall career/post secondary plan.

Financial Aid Planning: The linked memorandum outlines the updated Free Application for Federal Student Aid (FAFSA) policy BESE approved at its March 2024 meeting, a repeal of the policy requiring graduating seniors to complete steps related to the FAFSA application. This policy change will be effective starting with the graduation cohort of 2024-2025 and does not remove the requirement of LEAs to provide students and their parents or guardians with information regarding financial aid programs to support postsecondary education and training. LEAs must ensure that each student receives adequate support in completing and submitting an application for financial aid. However, a student action related to FAFSA completion will not be required. An updated parent and student financial aid planning toolkit will be made available to school systems. Please contact ldefinancialaid@la.gov with questions. Early Graduation: Each LEA shall develop an early graduation program allowing students to accelerate their academic progress, complete all state graduation requirements, and receive a high school diploma
in less than four years.

- The early graduation program may include distance education (§2326), dual enrollment (§2327), and Carnegie credit and credit flexibility (§2314).
- LEAs shall not have any policies or requirements that would prevent students from graduating in less than four years.

*Students may graduate in December or May with full participation in high school graduation programs/ceremonies. All early graduates must be approved by the superintendent and will be based upon extenuating circumstances.

*****Seniors must schedule a minimum of 2 classes per semester. Seniors enrolled in off-campus programs can include travel as one of these class periods. Waivers to this policy can be appealed to the superintendent based on extenuating circumstances.

• All credit is considered as earned on the last test date. All final grades from correspondence courses and virtual learning courses must be received by the last senior test date.

• Proficiency credit for a Carnegie Unit credit will be allowed as approved by the LDOE. Students meeting requirements for Carnegie credit based on proficiency shall have the course title, year proficiency was demonstrated, P (pass), and the unit of credit earned entered on their transcript. Credit awarded is not used to compute the GPA.

Grade Level Classification:

High school students will be classified by Carnegie units earned and sessions attended as follows:

Sessions:	Classifications:	Credits:
0-2	**Freshman**	**0 - 5.5**
3-4	**Sophomore**	**6 – 11.5**
5-6	**Junior**	**12 – 17.5**
7-8	**Senior**	**18 or more**

Graduation & Honor Graduates:

Summa Front Row: Students have a 4.0 GPA with NO B's on their transcript. Students must have successfully completed 4 Dual Enrollment courses and have taken Chemistry II, Biology II, or Physics. Students will then be placed in alphabetical order.

Other Honor Graduates: Summa Cum Laude –GPA of 4.00 to 3.75
Magna Cum Laude-GPA of 3.749 to 3.50
Cum Laude- GPA of 3.49 to 3.00

Credit Recovery Courses and Units

1. Beginning in 2020-2021, the LEA credit recovery program and policy will be included in the local PPP submitted to LDOE.
2. Students may earn a maximum of seven credit recovery units that may be applied towards diploma graduation requirements and no more than two Carnegie units annually. The school system must annually report to LDOE the rationale for any student:
    i. receiving more than two credit recovery credits annually; and/or
    ii. applying more than seven total credit recovery Carnegie units towards graduation requirements.
3. Students earning Carnegie credits in a credit recovery course must have previously taken and failed the field. Previously attempted coursework is considered an academic record and must be recorded on the official transcript.
4. Completed credit recovery courses must be recorded and clearly labeled on the official transcript.
5. Students enrolled in credit recovery courses are not required to meet the instructional minute requirements found in §333.A of this Part.

6. Credit recovery courses must be aligned with state content standards and include a standards aligned pre-assessment to identify unfinished learning and a standards aligned post-assessment to demonstrate course proficiency for content identified as non-proficient.
7. Credit recovery courses taught in a classroom setting using online courses designed for credit recovery must have an assigned certified Louisiana teacher of record or certified teacher of record recognized through a state reciprocity agreement facilitating the instruction.
8. The end-of-course exam weight in a student's final grade determined by the LEA must be the same for a traditional course and a credit recovery course. Students who have previously passed the end of-course exam, but have failed the course, may choose to retain the previous end-of-course exam score in lieu of participating in an additional administration of the exam.

NCAA Update

Nontraditional courses are taught online or through distance learning, hybrid/blended, independent study, individualized instruction, correspondence or similar means. Generally, for a non-traditional course to count as an NCAA-approved core course, it must meet all of the following requirements:

● The course must meet all requirements for an NCAA-approved core course.
● All students in the course must have regular instructor-led interaction for the purpose of instruction, evaluation and assistance for the duration of the course. This may include, for example, exchanging emails between the student and teacher, online chats, phone calls, feedback on assignments and the opportunity for the teacher to engage the student in individual or group instruction.
● The course must have a defined time period for completion. For example, it should be clear how long students are required to be enrolled and working in the course and how long a school would permit a student to work on a single non-traditional course.
● Student work (e.g., exams, papers, assignments) must be available for evaluation and validation.
● The course should be clearly identified as nontraditional on the student's official high school transcript.

A non-traditional course may not be approved for any of the following reasons:

• Does not have teacher-based instruction.
• Does not require regular and ongoing instructor-led interaction between the student and teacher.
• Does not require students to complete the entire course.
• Does not prepare students for four-year college class work.
• Does not have official student grade records.
• Does not meet NCAA core-course requirements.
Note: See Nontraditional Courses (NCAA Bylaw 14.3.1.2.2) for a complete list of requirements. If a nontraditional course or program at your school/district has not yet been reviewed by the NCAA, please contact Eligibility Center Customer Service staff at 877-622-2321.

Credit recovery programs

Many high schools offer credit recovery or credit retrieval programs, which allow students to receive credit for a course they previously failed. These courses are also reviewed by the High School Review staff. For a credit recovery program to be approved, the courses must meet the following requirements:

1. The courses must meet NCAA core-course requirements and, in some instances, nontraditional course requirements.
2. The high school must follow its credit recovery policies regardless of whether the student is an athlete. The Eligibility Center may request the high school's policy if necessary.

3. Repeated courses must be substantially comparable, qualitatively and quantitatively, to the previously attempted course.

Uniform grading policy
LEAs shall use the following uniform grading system for students enrolled in all grades K-12 for which letter grades are used.

Grading Scale for Regular Courses:

A: 100-90
B: 89-80
C: 79-70
D: 69-60
F: 59-0

INSTRUCTIONAL MATERIALS REVIEW REQUESTS (IFA)
In compliance with Louisiana R.S. 17:355, parents in St. Mary Parish Public Schools have the right to request a review of instructional materials such as textbooks, novels, digital resources, or supplemental lessons, etc. This law is designed to promote transparency, support parent engagement, and ensure that classroom materials meet state standards and community expectations. The request form and review procedures are located under the curriculum tab on the district website.

ATHLETICS (IDFA)

Competitive interscholastic athletic programs are a part of the overall educational programs at each school. Athletic programs within the school district shall comply fully with regulations of the *Louisiana High School Athletic Association (LHSAA)* and policies of the School Board. Students are allowed to participate in as many sports activities and academic activities as he/she is capable. Each Junior High and High School offers various athletic programs.

ATHLETIC OPPORTUNITIES: ALL LHSAA ELIGIBILITY RULES APPLY!

Football Volleyball Basketball Swimming Cheerleaders	Cross Country Golf Top Cats Powerlifting Bowling	Tennis Track Softball Baseball

ATHLETIC POLICIES AND GUIDELINES CAN BE FOUND ON THE BHS WEBSITE.

- The Booster Club conducts two fund raising activities each year, one in the Fall and Spring, in which student athletes are required to participate. 10 tickets are required to be sold for each to remain in good standing for awards and letterman's jackets.
- ALL athletic parents are encouraged to participate in fundraisers.

PARTICIPATION OF STUDENTS IN HOME STUDY (HOMESCHOOL) PROGRAMS (IDCH)

A public school shall not disqualify a student from participating in interscholastic athletics solely because the student is enrolled in an approved home study program so long as the student lives in the attendance zone of the public school and meets the qualifications as detailed in Policy IDCH—Home Study Program. The student must also meet all eligibility requirements mandated by the Louisiana High School Athletics Association (LHSAA). The student's parents or legal guardian shall make a written request for the student to participate in interscholastic athletic activities with the principal of the school providing the activity. Such a request shall be made no later than the first 11 days of the school year. All eligibility requirements are applicable and can be found in the LHSAA handbook at this link https://online.flippingbook.com/view/388033565/32/.

ATHLETIC-CHEER-DANCE TEAM DRUG TESTING (IDFAA)

Drug testing procedures help achieve maximum protection of participants by allowing students to participate safely, fairly, and competitively. The effects of drug use by athletes, cheerleaders, and dancers increase the risk of sport-related injury and disrupts the educational process. The School Board authorizes random use of breathalyzer and urinalysis drug testing for students who participate in high-school athletic, cheerleader, and dance programs. Drug testing is mandatory for participation.

- Upon the first positive, the student must test negative before being allowed to resume participation and will be tested monthly for the remainder of the school year.
- Upon the second positive in the same year, the student shall be immediately dismissed from his/her activity and shall be ineligible for participation in any of the school's interscholastic athletics, cheer, or dance team for a period of 12 months.
- After a third positive in an eight-semester period, the student shall be terminated from interscholastic athletics, cheer, and dance team for the remainder of their time in high school.

ATTENDANCE (JB) AND LATE-TO-SCHOOL TARDIES (JBD)

Louisiana's compulsory attendance laws require 5-year-olds (by September 30th) to enter kindergarten and attend school until they graduate or turn 18. If a child enrolls into SMP later than mandated without evidence of having attended any other instructional program, the Office of Child Welfare and Attendance must refer the parent to the proper court. Students are expected to attend school regularly and to be on time. Students who have excessive unexcused absences or late-to-school tardies are considered truant. This section is a summary of these policies. For additional information, see Policies JB and JBD in the SMP Policy Manual on the district website.

Louisiana R.S.17:233

§233. Cases of habitual absence or tardiness referred to juvenile or family court; denial or suspension of driving privileges; parental responsibilities

A. Any student who is a juvenile and who is habitually absent from school or is habitually tardy shall be reported by visiting teachers and supervisors of child welfare and attendance to the family or juvenile court of the parish or city as a truant child, pursuant to the provisions of Chapter 2 of Title VII of the Louisiana Children's Code relative to families in need of services, there to be dealt with in such manner as the court may determine, either by placing the truant in a home or in a public or private institution where school may be provided for the child, or otherwise.

B.(1)(a) A student shall be considered habitually absent or habitually tardy when either condition continues to exist after all reasonable efforts by any school personnel, truancy officer, or other law enforcement personnel have failed to correct the condition after the fifth unexcused absence or fifth unexcused occurrence of being tardy within any school semester.

(b)(i) The parent or legal guardian of a student shall enforce the attendance of the student at the school to which the student is assigned. The parent or legal guardian of a truant student shall 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 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 missed school work and any assistance fair conducted by the school district that provides information on supports available to families. Failure to comply with the provisions of this Item may subject a parent to the penalties provided in R.S. 14:92.2.

(ii) The principal of each school or his designee shall note any concerns that school personnel have relative to a child's school attendance on the back of any Supplemental Security Income form that the school receives relative to that child.

(c) The principal of the school, or his designee, shall notify the parent or legal guardian in writing on or before a student's third unexcused absence or unexcused occurrence of being tardy, and shall hold a conference with such student's parent or legal guardian. This notification shall include information relative to the parent or legal guardian's legal responsibility to enforce the student's attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student's parent or legal guardian shall sign a receipt for such notification.

(d) The parent or legal guardian of any student in kindergarten through grade eight who is considered habitually absent or habitually tardy pursuant to the provisions of this Section shall be in violation of the provisions of Subparagraph (b) of this Paragraph and shall be punished as follows:

(i) A first offense shall be punishable by a fine of not more than fifty dollars or the performance of not less than twenty-five hours of community service.

(ii) Any subsequent offense shall be punishable in accordance with R.S. 17:221(A)(2).

(iii) For purposes of this Subparagraph, an offense means a violation of this Subsection by the parent or legal guardian of a child who is habitually absent or habitually tardy; multiple offenses may result from violations involving different habitually absent or tardy children of that parent or legal guardian.

(iv) In any case where the child is the subject of a court ordered custody or visitation plan, the parent or legal guardian who is lawfully exercising actual physical custody or visitation of the child shall be responsible for the child's attendance at school on those days and shall be solely responsible for any absence or tardiness of the child on such days. The parent or legal guardian not exercising actual physical custody or visitation on the day of the absence or tardiness shall not be in violation of this Section.

(2) In a nonpublic school, a student shall be considered habitually absent or tardy only when the student has been absent or tardy for more than five days within any month without approval of the parent or other person responsible for the student's school attendance and when the student's principal has filed a written report showing dates of absence or tardiness and dates and results of school contacts with the home.

C. If a student is less than eighteen years of age and is habitually absent or tardy as determined pursuant to this Section, the Department of Public Safety and Corrections may, upon notification from the school board, deny or suspend the driver's permit or license of the student in accordance with the provisions of R.S. 32:431.1.

D. For purposes of this Section, the term "tardy" shall include but not be limited to leaving or checking out of school unexcused prior to the regularly scheduled dismissal time at the end of the school day but shall not include reporting late to class when transferring from one class to another during the school day.

Acts 1990, No. 158, §2, eff. July 1, 1990; Acts 1994, 3rd Ex. Sess., No. 103, §1, eff. July 7, 1994; Acts 2008, No. 688, §1, June 1, 2009; Acts 2009, No. 224, §6, eff. June 1, 2009; Acts 2009, No. 305, §1; Acts 2010, No. 644, §1, eff. June 29, 2010; Acts 2024, No. 386, §1.

RESPONSIBILITIES OF PARENT/LEGAL GUARDIANS (JBE)

Parents/legal guardians shall enforce school attendance for their child. Until the student has caught up with his or her schoolwork, the parent/legal guardian shall ensure that the student completes missed schoolwork by attending after school tutoring sessions, weekend make-up classes, or other remediation opportunities, as determined by the School

District. The parents/legal guardians 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 or her missed schoolwork and until instructional time has been recovered. The principal or designee of each school shall note any concerns that school personnel have relative to a child's school attendance on Supplemental Security Income forms that the school receives relative to that child.

ATTENDANCE & STUDENT DRIVERS (JBH)

§ Driving to school is a privilege, and principals have the authority to revoke this privilege from students who are habitually late for school (5 or more LTS Tardies).
§ A student who does not meet the required minimum school attendance provisions may be subject to denial or suspension of his/her driver's license or learner's permit. It is the policy of the St. Mary Parish School Board to provide written notification of a minor student determined to be habitually absent or late for school to the Louisiana Office of Motor Vehicles for denial or suspension of driving privileges (Louisiana RS 32:431).

EXCUSED ABSENCES

Absences may be excused with proper documentation issued by a physician, dentist, mental health professional, board-certified behavior analyst, or court. When a student is out sick, written notes submitted by a parent/legal guardian will be accepted as proper documentation. Parent notes will excuse no more than five sick days in a school year. A student may be absent for up to three days in any school year related to the student's mental or behavioral health, and such absences shall be excused with written notes submitted by a parent/legal guardian. Following the second day of a mental or behavioral health absence in any school year, the student shall be referred to the appropriate school support personnel for help addressing the underlying issue, which may include a referral to medical services outside of the school setting.

Documentation must be submitted within five days of the student's return to school. All documentation submitted is subject to review by school administration. Any parent/legal guardian submitting falsified documentation will be referred to the proper court. Any student submitting falsified documentation will be disciplined according to the SMP Discipline Matrix.

UNEXCUSED ABSENCES

Excessive unexcused absences result in failure and truancy support measures.

- Students in grades K-8 who accumulate more than 10 unexcused absences will not be promoted to the next grade (unless the student completes the expanded academic supports outlined in the St. Mary Parish Public Schools Pupil Progression Plan).
- High-school students on block schedule who accumulate more than 6 unexcused absences within a course fail the course.

DISTRICT TRUANCY SUPPORT PANEL

The Truancy Support Panel supports schools and families with available interventions to prevent students from becoming truant. JTexts and emails go out daily from the district notifying parents and students of unexcused absences on absence 3, 5, 10, and 10+. Upon 7 unexcused absences, a truancy hearing with TSP is scheduled. At the hearing, parents/legal guardians are given the opportunity to explain the excessive unexcused absences. TSP will also review school truancy interventions, discuss the Family Truancy Agreement, review Compulsory Attendance and Truancy Laws of Louisiana, and provide parents and students with signed copies of each. Non-attendance failure and attendance requirements for grade promotion or course credit will be discussed as well.

TRUANCY PROTOCOLS FOR UNEXCUSED ABSENCES & LATE-TO-SCHOOL TARDIES

Tardies	Action
Three (3)	▪ A district JTEXT will notify parents/legal guardians of the number of unexcused absences or late-to-school tardies and of the consequences for additional unexcused absences or late-to-school tardies. ▪ The principal or designee will **CONFERENCE** with the parent/legal guardian to discuss the parent's/legal guardian's responsibility to enforce the student's attendance and punctuality as well as the civil penalties that may be incurred if the student is habitually absent or late-to-school. The parent/legal guardian must attend the mandatory conference **(R.S.17:233).** ▪ Parents/legal guardians are asked to contact the school any time students are absent or late for school.
Five (5)	▪ A district JTEXT will notify parents/legal guardians of the number of unexcused absences or late-to-school tardies and of the consequences for additional unexcused absences or late-to-school tardies. ▪ If a parent/legal guardian cannot be reached, the principal will request a wellness check to be completed by the **SCHOOL RESOURCE OFFICER**. ▪ The parent/legal guardian and the student will be referred to the appropriate **JUVENILE COURT** (FINS). The court will determine civil penalties that may be incurred, the need for prosecution, and/or the sanctions placed upon the student and parents/legal guardians. ▪ For additional unexcused absences or late-to-school tardies, the student will be referred to the district's Truancy Support Panel. ▪ Parents/legal guardians are asked to contact the school any time students are absent or late for school.
Seven (7)	▪ The principal or designee will contact the Truancy Support Panel. ▪ The parent/legal guardian and the student will attend a **TRUANCY HEARING**. The Truancy Support Panel will contact a parent/legal guardian with hearing details. ▪ Parents/legal guardians are asked to contact the school any time students are absent or late for school.
Ten (10)	▪ A district JTEXT will notify parents/legal guardians of the number of unexcused absences or late-to-school tardies and of the consequences for additional unexcused absences or late-to-school tardies. ▪ Parents/legal guardians are asked to contact the school any time students are absent or late for school.

NOTE: This protocol may vary for students who attend schools that qualify for specific state programs.

BEHAVIOR EXPECTATIONS AND PBIS

PANTHER POWERCAT/POSITIVE BEHAVIOR PROGRAM:

Students who have not served detention or received a suspension or cellphone violation for an entire semester will be named a PowerCat and will earn a degree level for each semester PowerCat guidelines are met. Students must also be in good standing for attendance. Monthly PowerCats will be selected from each grade level.

P – Pride: Be proud of yourself and your school – take ownership
O – Opportunity: Take advantage of every chance you get
W – With*it*ness: Follow the rules and take care of your business
E – Excellence: Strive to be and do the best that you can to succeed
R – Respect: Respect yourself, others, school, and community

BELL SCHEDULE

REGULAR BELL SCHEDULE

Event	Time
Doors Open	6:55
Bell Rings/Lockers	7:20 – 7:25
Homeroom	7:25 – 7:33
Travel	7:33 – 7:37
1st Block	7:37 – 9:11
Travel/Lockers	9:11 – 9:15
2nd Block	9:15 – 10:49
Travel/Lockers	10:49 – 10:53
3rd Block	10:53 – 12:27
Lunch	12:27 – 12:57
Travel/Lockers	12:57 – 1:01
4th Block	1:01 – 2:35

EARLY DISMISSAL BELL SCHEDULE

Event	Time
Doors Open	6:55
Bell Rings/Lockers	7:20 – 7:25
Homeroom	7:25 – 7:33
Travel	7:33 – 7:37
1st Block	7:37 – 8:40
Travel/Lockers	8:40 – 8:44
2nd Block	8:44 – 9:47
Travel/Lockers	9:47 – 9:51
3rd Block	9:51 – 10:54
Lunch	10:54 – 11:24
Travel/Lockers	11:24 – 11:28
4th Block	11:28 – 12:30

COMPREHENSIVE GUIDANCE BELL SCHEDULE

Event	Time
Doors Open	6:55
Bell Rings/Lockers	7:20 – 7:25
Homeroom	7:25 – 8:10
Travel	8:10 – 8:14
1st Block	8:14 – 9:39
Travel/Lockers	9:39 – 9:43
2nd Block	9:43 – 11:08
Travel/Lockers	11:08 – 11:12
3rd Block	11:12 – 12:37
Lunch	12:37 – 1:07
Travel/Lockers	1:07 – 1:11
4th Block	1:11 – 2:35

PEP RALLY BELL SCHEDULE

Event	Time
Doors Open	6:55
Bell Rings/Lockers	7:20 – 7:25
Homeroom	7:25 – 7:33
Travel	7:33 – 7:37
1st Block	7:37 – 9:00
Travel/Lockers	9:00 – 9:04
2nd Block	9:04 – 10:27
Travel/Lockers	10:27 – 10:31
3rd Block	10:31 – 11:54
Travel/Assembly	11:54 – 12:39
Lunch	12:39 – 1:09
Travel/Lockers	1:09 – 1:13
4th Block	1:13 – 2:35

ENRICHMENT SCHEDULE

Event	Time
Doors Open	6:55
Bell Rings/Lockers	7:20 – 7:25
Homeroom	7:25 – 7:33
Travel	7:33 – 7:37
1st Block	7:37 – 9:04
Travel/Lockers	9:04 – 9:08
2nd Block	9:08 – 10:5
Travel/Lockers	10:35 – 10:39
3rd Block	10:39 – 12:06
Lunch	12:06 – 12:36
Travel/Lockers	12:36 – 12:40
Enrichment Period	12:40 – 1:05
Travel/Lockers	1:05 – 1:09
4th Block	1:09 – 2:35

ARRIVAL AND DISMISSAL PROCEDURES

ARRIVAL PROCEDURES

The school doors will open at 6:55 a.m. Upon the student's arrival, they will enter through the front glass doors and pass through the bag check area. Students will report to the cafeteria for breakfast. Students must eat their breakfast in the cafeteria. After eating breakfast, or choosing not to eat breakfast, students will report to their lockers to place their backpack/phones/smart watches in their assigned locker. Students then will have the opportunity to move freely throughout the hallways or library. At 7:20 a.m. a bell will ring to signify for students to report to their homeroom class. Students are marked tardy if they do not report to homeroom by 7:25 a.m. In that case, a parent must come and sign the student in if they are under 18 years of age.

BUS RIDERS

School Bus Conduct Policy

The school bus is an extension of the school building; therefore, all school bus behavior incidents shall be reported to school administration within one (1) school day. At no time shall the bus operator assume authority for suspending bus privileges or taking disciplinary action. Consequences for documented behaviors are issued by school administrators. If the administrator determines that the behavior warrants the suspension of bus rider privileges, it shall be the responsibility of the parent to provide transportation during the period of the bus suspension. A student enrolled in grades Pre-K through five shall not be suspended from riding on any school bus if the behavior is not tied to willful disregard of school policies. In addition to disciplinary consequences, any student damaging a school bus shall be subject to restitution and shall not be permitted to ride any bus until acceptable provisions of restitution have been made.

Procedures for Reporting Bus Conduct

- All schools shall be provided with the *School Bus Behavior Report Form*, which shall be completed on any occasion when a pupil's conduct on a bus is unsatisfactory.
- One copy of the *School Bus Behavior Report Form* shall be signed by the parents and returned to the school principal. In all such cases a pupil shall be permitted to continue to ride the bus until transportation privileges have been denied by action taken by the appropriate school administrator.
- In cases of severe misconduct, the principal or designee may temporarily suspend the pupil's bus privilege until appropriate disciplinary action is taken. The pupil's parents should be immediately notified of the temporary suspension.
- Immediately after taking disciplinary action, the principal, or designee, shall sign and shall indicate the disciplinary action taken on the *School Bus Behavior Report Form*. Copies of the report shall be distributed to the pupil's file; to the parent; and to the bus operator. A copy of the report may also be sent to the Superintendent or designee.
- The event of an appeal of the principal's decision by parents, a hearing may be scheduled by the Superintendent or her designee.

RULES AND REGULATIONS FOR PUPILS TRANSPORTED IN SCHOOL BUSES

The St. Mary Parish School Board operates 62 school buses transporting approximately 5,000 school children twice daily. For you to understand the regulations covering the conduct of your child while he/she is riding a school bus, the following information is provided for a safer and more efficient transportation program.

NOTE: Law enforcement will be called to tend to students who fight on a school bus.

- Students must be on time at a designated stop. Time of stop can vary 10 minutes before published time and or 10 minutes after published time.
- No student will be allowed to ride another bus or be discharged at a different stop without permission from the School Administrator and School Board Office.
- Students must obey the driver.
- Keep the bus clean and sanitary. No eating or drinking on the bus.
- Anyone purposely damaging, cutting, or breaking school property will be disciplined and required to pay for damages.
- No teasing, pulling hair, scuffling, or using profane language.
- Do not extend arms, head, or objects out of window or door.
- Remain seated. If assigned to a seat by the driver, stay in that seat.
- Use inside voices when talking. No yelling or screaming.
- Obtain permission from the driver before opening windows.
- No student should expect special privileges.
- Keep the center aisle clear of feet, books, or objects that may obstruct the walkway.
- Keep all hands, feet, objects, and negative comments to yourself.

- The following band instruments are not allowed on the bus: Marching Trombone; Flugel Horn; Marching Baritone (in GIG BAG); Euphonium (in GIG BAG); Bell Kit; Snare Kit (high school square case type).

- Items not allowed on the bus: pets/animals, glass objects (except eyeglasses), weapons (including knives); objects too large to be held in your lap or placed under your seat, tobacco, matches, cigarettes, lighters, vapes, obscene material, any illegal substance.

CAR RIDERS

Car riders are to enter the school parking lot through the entrance near the tennis courts. Car riders are to remain in the left lane to be dropped off. In the case of rain, once all buses have made their drop-off, car riders can be dropped off at the bus canopy. Students being dropped off should be ready to exit the vehicle once it is stopped. This will help with the flow of traffic. Students driving on campus must have a license and a parking permit. Once these students arrive on campus and park, they must enter the building.

DISMISSAL PROCEDURES

All students will leave from the school's main entrance/exit area. Students are to stay clear & cross the bus lane carefully.

Bus Riders

Students will wait under the bus canopy until their bus arrives and comes to a complete stop. Once the bus is stopped, students will follow the bus driver's procedures for entering the bus.

Car Riders

Drivers are to enter the school parking lot through the entrance near the tennis courts. Drivers are to remain in the left lane to pick up their students

SENIORS WITH EARLY RELEASE

Senior with Early Release

Students who are granted early release are expected to follow all school and district rules whenever they are on campus during the regular school day.

Students who remain on campus or return to campus before the 2:35 p.m. dismissal bell, including for lunch, pep rallies, assemblies, or any other school-sponsored activity, must comply with the following:

- Adhere to the district uniform policy.
- Adhere to the district cell phone policy.
- Adhere to the district clear bag policy.
- Keep backpacks and cell phones secured in their assigned lockers until they are ready to leave campus for the day.

Any senior returning to campus prior to the 2:35 p.m. dismissal bell must be in compliance with all school and district policies. Failure to comply may result in disciplinary action

BUS TRANSPORTATION (JCDAD)

Daily transportation is provided to and from school to all students except for students in grades 6-12 who live within a mile of school and elementary students who live within a quarter mile of school (RS 17:158). Due to traffic, weather, road construction, etc. noted pick-up and drop-off times cannot be exact times. It is important that students arrive at the bus stop timely, ten minutes before scheduled pickup time. Parents should allow for ten minutes after scheduled pick-up or drop-off time; however, when there is a prolonged delay on a route, the district will notify parents with a JTEXT. As early as possible, a JTEXT will notify parents when students ride a different bus for various reasons. The school bus is an extension of the school building; therefore, the SMP Student Code of Conduct applies to each bus rider. Behavior issues shall be reported to the school principal who will address the misconduct according to the SMP Discipline Matrix. It is important to make the daily bus ride to and from school as safe as possible. This is greatly dependent upon students following Bus Expectations. For any behavior that causes an unsafe condition on the bus, the Bus Operator will find a safe place to park and contact law enforcement for assistance.

CEREMONIES AND HONORS

SCHOOL DANCES

- Students must be in good standing to attend school dances (No debt, Fewer than 6 unexcused absences, no more than 3 referrals, submitted reenrollment documentation).

HOMECOMING DANCE

Saturday, September 26th 7 p.m.

SADIE HAWKINS

Date TBD

JUNIOR & SENIOR PROM

Saturday, April 10th 7:30 p.m.

Dress Code for Homecoming Dance and Prom

Young Women Guidelines:

- Dresses must extend two inches beyond fingertip length when arms are relaxed at the sides.
- Gowns must have a solid front top, waist, and belly; a back with the opening *no lower than the waistline*; slits cannot be higher than mid-thigh.

Young Men Guidelines:

- Strictly formal (Tux or Suit and Tie)
- Dress Shoes only

- No ball caps.
- Shirts and ties are acceptable for Homecoming only.

SR. ACADEMIC AWARDS
Monday, May 10th at 9 a.m.

JR. RING CEREMONY
Monday, May 10th at 6 p.m.

ATHLETIC AWARDS
Tuesday, May 11th at 6 p.m.

GRADUATION
Thursday, May 13th at 7 p.m.

9TH – 11TH ACADEMIC AWARDS
Thursday, May 21st at 9 a.m.

CHILD ABUSE (JGCE)

A mandatory reporter is any teacher, childcare provider, any person who assists in teaching, training or supervision of a child, public or private school, teacher's aide, principal, school support staff, bus driver, coach, CTE instructor, social worker, probation officer, foster care parent, group home facilitator, police officer, school resource officer, etc. whether in a professional or voluntary role.

REPORTING GUIDELINES

- When the abuse or neglect is suspected to be perpetrated by a parent, legal guardian, or any other individual that resides inside the home with the student, the mandatory reporter shall make the report to the Louisiana Department of Child and Family Services **and** Law Enforcement.
- When the abuse or neglect is suspected to be perpetuated by someone other than a parent, legal guardian, or other individual that does not reside inside the home with the student, the mandatory reporter shall make the report to the Louisiana Department of Child and Family Services local.
- Dual reporting to DCFS and law enforcement is permitted.
- To report to DCFS, the mandatory reporter shall make a report of suspected abuse or neglect requiring immediate assistance via the designated state child protection reporting hotline telephone number. A report of suspected abuse or neglect which is of a non-emergency nature may be reported via the Louisiana Department of Children and Family Services Mandated Reporter Portal online. Reports may also be made in person at any child welfare office.
- If a report involves alleged sex trafficking, all mandatory reporters shall report via the hotline telephone number regardless of whether there is alleged parental or caretaker culpability.
- Abuse or neglect perpetrated by a teacher or childcare provider shall immediately be reported to local or state law enforcement.
- As a mandatory reporter, the School Resource Office shall not receive information from another mandatory reporter, commence, or oversee any investigation into that report.

If a mandatory reporter is prohibited from immediately making the report required by statutes to the department or law enforcement because of School Board policies or employee manual, the mandatory reporter shall file a complaint with local or state law enforcement. Local or state law enforcement shall investigate the complaint and if violations are confirmed, the School Board shall be subject to the penalties provided for in La. Rev. Stat. Ann. §§14:131.1 and 403. The School Board shall not discriminate or retaliate against an employee who is a mandatory reporter for complying with this policy. If the School Board discriminates or retaliates against an employee for compliance, the School Board shall be subject to additional penalties as provided for in LA. Rev. Stat. Ann. §§14:131.1 and 403.

CHILD NUTRITION PROGRAM (EE)

The Child Nutrition Program administers a Food and Nutrition Program in accordance with federal and state standards. SMP participates in the School Breakfast Program (SBP) and the National School Lunch Program (NSLP). Healthy school meals will be provided according to USDA guidelines. The Community Eligibility Provision (CEP) is a program established by the Healthy, Hunger-Free Kids Act that allows students to receive free meals under the SBP and NSLP.

NOTE: For the 2026-2027 school year, St. Mary Parish is eligible to operate as a district-wide CEP. All students will receive breakfast and lunch at no charge. Upon receiving a school meal, students will present their school ID's or lunch cards to be scanned at the point of service necessary for proper documentation of participation.

MEAL PRICES FOR 2026-2027

Breakfast Price (subject to change)	Person Purchasing
$2.25	School Board Employee
$3.50	Second Meal & Visitors

Lunch Price (subject to change)	Person Purchasing
$3.75	School Board Employee
$5.25	Second Meal & Visitors

All schools implement Offer vs. Serve (OVS) by offering a complete school lunch (5 items) and a complete school breakfast (4 items). Students must take at least the minimum required for each meal. Extra meals or snacks must be paid in advance daily, weekly, monthly, or annually. Cash, checks, or debit/credit cards made online at www.myschoolbucks.com are accepted for extra servings. If a check is returned, it will be the parent's responsibility to pay the amount due and NSF fees. At the end of the school year, parents may request a refund for the student account balance, or the remaining balance will roll over to the next school year. If a child transfers to another school within the district, the balance can also be transferred. Menu and online payment information are available on the district website under the parent-student tab. Menus are subject to change. Foods from fast food restaurants, plate lunches, or meals from any other establishments are not permitted in the cafeteria. Soft drinks, flavored beverages, concentrated sweets, high calorie, high sodium, and high fat foods are prohibited. Water and juice (100% fruit juice) are also allowed.

COMPLAINTS AND GRIEVANCES BY STUDENTS (JCE)

Students have both the right and the responsibility to express school-related concerns and grievances to the administration in a responsible manner. For the discussion and consideration of grievance, any student or group of students should request a meeting time and place of the school principal. One faculty member of the student's choice may be present at such meetings.

COUNSELING SERVICES

Students at middle and high schools receive guidance and counseling services by Professional School Counselors who collaborate with parents and school personnel to address student needs. These services are also available as needed to elementary students. Counselors may also make referrals to appropriate agencies based on student needs. Professional School Counselors assist students with career exploration and planning, and they also assist students with scholarship information and applications. Among other daily responsibilities, counselors coordinate school assessment programs, create student schedules, and work with students, families, and school personnel to keep students on track for graduation.

DRIVERS' EDUCATION (IDDE)

Drivers' Education is after school hours and includes 30 classroom hours and 8 driving hours. The course costs $350. Licensed student drivers may drive to and from school with the required parking permit sold at each school for $10. Student drivers must be checked in/out of school by a parent or legal guardian. Student drivers must drive safely and obey all traffic laws. Louisiana law, Act 732, provides for the suspension of driving privileges of a student who is expelled or suspended from school for committing the following infractions: 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. In accordance with R.S. 17:416.1 (D), principals must notify the Department of Public Safety and Corrections, Office of Motor Vehicles, of any student between the ages of 14-18 who has received a disciplinary action as defined in this statute.

DYSLEXIA SCREENING AND PROGRAMS (JGC)

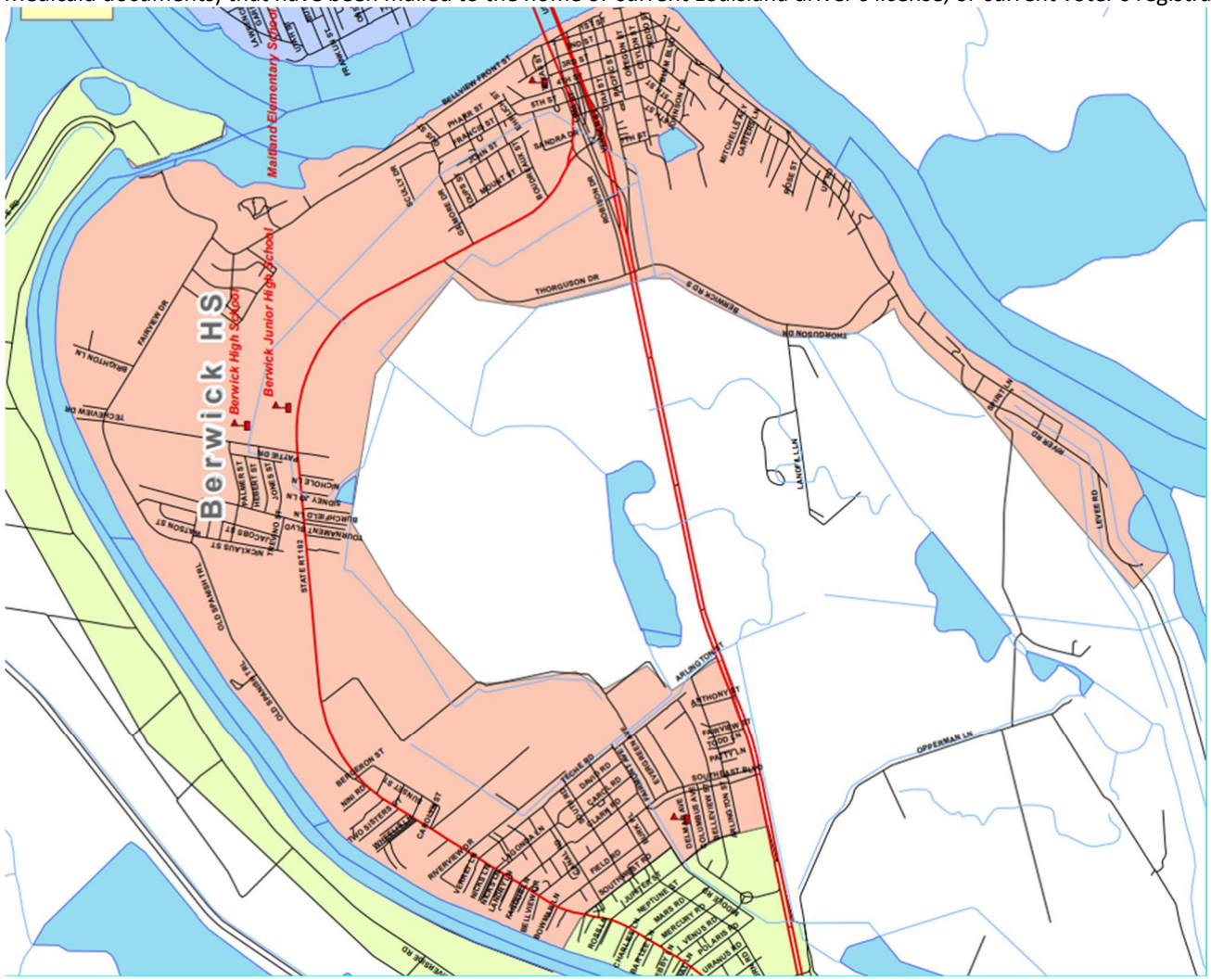
The SMP Dyslexia Screening Policy follows *Bulletin 1903, Regulations and Guidelines for Implementation of the Louisiana Law for the Education of Dyslexic Students and Louisiana Act 266.* Schools will administer universal dyslexia and related disorders screening to all kindergartners at the end of the school year. Screening can be requested by a parent or legal guardian at any grade level. The Dyslexia Screening Specialist at each school site is responsible for the coordination of screening. Classroom teachers participate in the screening process as well. If a student is found to be at risk, parents will be notified, and concerns will be discussed. The SMP Board has adopted several programs to fulfill the mandates of this law and criteria for instruction. For concerns about dyslexia screening, first call your child's teacher, the Dyslexia Screening Specialist, or the Professional School Counselor at the school your child attends.

EMERGENCY SCHOOL CLOSURES (EBBD)

Occasionally, weather conditions, power failure, or water issues, etc. deem it necessary to close school or end the school day early either for specific schools or for the entire school district. As soon as a determination can be made, SMP will inform families and staff of the closure. A JTEXT notification will be sent out at the earliest reasonable hour, the district and the impacted school websites, and social media will be utilized to inform the public and families of the school closing(s). Public announcements and releases to the news media will also be disseminated as needed.

ENROLLMENT AND RESIDENCE VERIFICATION INFORMATION (JBCC)

When registering students, parents must provide proof of legal custody (court documents), the child's birth certificate, immunization records, social security card, and the parent or legal guardian's current Louisiana driver's license or state-issued ID. In addition to these documents, the parent or legal guardian must also provide residence verification documentation to determine attendance zone. Homeowners & renters will provide one document from group A and one document from group B. Group A documents are mortgage statement, property tax bill, deed, homestead exemption, lease, or rental agreement. Group B documents are the current (last 30 days) electricity bill, water bill, cable bill, gas bill, or city utilities. If the parent or legal guardian and the student live in someone else's home (multi-family home), the homeowner will provide the group A and B documents, and the parent or legal guardian will present two documents (WIC documents, SNAP documents, food stamp documents, disability check, social security documents, Medicaid documents) that have been mailed to the home or current Louisiana driver's license, or current voter's registration card.



EXTRACURRICULAR CLUBS AND ORGANIZATIONS, ETC.

BHS will hold their club day, for students to learn more about each club and what they have to offer on August 22nd.

Anime
Caitlyn Ackerman/ Bree Babin

Band
Sponsor(s): Cullen Hinkle & Lydia Nelson

Beta
Sponsor(s): Camille Izaguirre & Antionette Small

Chess
Caleb Martin

Drama
David Rhodes

DECA
Bree Babin

Educators Rising
Darby Ratcliff

Key Club
Kim Mayea

FFA
Kylee Triche

Foreign Language
Camile Izaguirre

Hope Squad
Alison Osburn, Jennifer Walker, Mary White, Kim Vasquez, Mike Walker, & Zach Stewart

HOSA
Taylor Gottung/ Nurse Maize

Insight
Hatsumi Larsen

Literary Rally
Toney Linn

Student Council
Jordan Richardson

Quiz Bowl
Cullen Hinkle

Interact (New Generations)
Lake/Domangue

4-H
Kylee Triche

FAMILY EDUCATION RIGHTS AND PRIVACY—STUDENT RECORDS (JR)

The Family Education Rights and Privacy Act of 1974 has clarified the right of parents to examine school records and files of their children. These rights are also given to legal guardians and to individual students as soon as they reach the age of 18. The following information is available to parents: Achievement Scores, Aptitude Test Scores, Grades, Attendance Data, Health Records, Ratings by Teachers and Counselors, and Behavior Reports. Records may be reviewed by submitting in writing a request to the principal 45 days in advance of the review. Records must be examined in the presence of an authorized staff member to ensure the correct interpretation of the test scores, notes, or other valuable material. Parents have the right to challenge the content of any records and receive a formal hearing. School records may be released only with the consent of parents or legal guardians, except requesting universities, Armed Forces, and authorized state agencies.

FEDERAL PROGRAMS (DFC)

TITLE I

Every Student Succeeds Act

Title I is a federally funded program designed to provide educational and supplemental services to meet the needs of children who reside in qualifying attendance areas. Title I funds may be used for supplementary instructional activities, specialized personnel, materials, and equipment in schools attended by significant numbers of economically disadvantaged children who need assistance and support. Each school receiving Title I services has a schoolwide plan outlining specific use of funds to help children meet performance standards. The Title I program has also established pre-kindergarten classes for children who demonstrate an academic need for preschool experiences and live within the attendance area of a Title I school. Additionally, Title I provides in-school tutoring, health services, media center support, and professional development opportunities.

TITLE II

The purpose of Title II, Part A is to increase student academic achievement through improved educator and leader quality by providing opportunities for continuous professional development and certification enhancements.

TITLE III (EL PROGRAM)

All children must have equal access to a meaningful education regardless of their home language. In compliance with the Civil Rights Act of 1964, the Equal Opportunity Act of 1974, and Louisiana Bulletin 1851, SMP ensures that the identification, assessment, placement, and instruction conducted in each school meets the unique needs of students whose primary language is a language other than English. Students are identified on the Home Language Survey upon initial enrollment. Each student identified is assessed to determine their level of English proficiency. Assessment data determines appropriate instructional programs.

TITLE IV

The purpose of Title IV is to afford all students the opportunity for a well-rounded education, provide safe and healthy schools, and incorporate the effective use of technology.

TITLE IX (FILE JAAA)

The mandates of Title IX of the Education Amendment of 1972 mandates dictate with certain limited exceptions that no person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The School Board has designated one person to coordinate the non-discrimination efforts for the school system as well as to ensure and assure that prompt and equitable resolution of student complaints alleging discrimination be effectively processed through the Board's established grievance procedure. Parents with Title IX concerns should contact Barbara Lancelin, Title IX Coordinator, at (337) 828-1767, P.O. Drawer 580, Franklin, LA, 70538.

FEES (JS) 2026-2027 SCHEDULE OF FEES

FEE	GRADE	AMOUNT	EXPLANATION
Technology Fee	K-12	$15	District Device Use & Maintenance. Note: Students are responsible for the cost of repair or replacement for damaged or lost devices. This is not covered by the $15 fee.
Replacement ID	6-12	$5	Each student receives an ID at the start of each school year at no charge. This fee is for each replacement needed.
Replacement Lanyard	6-12	$2	Each student receives a lanyard at the start of each school year at no charge. This fee is for each replacement needed.
School Supplies	PK-5	$40	While items on each school supply list will vary by school, no school supply list will exceed a total cost of $40.
School Supplies	6-8	$50	While items on each school supply list will vary by school, no school supply list will exceed a total cost of $50.
PE Uniforms	6-12	$40	The color and style of PE uniforms may vary by school, but the cost will not exceed $40.
Class Fees	6-12	$15	Class T-shirts, dances, HC activities, ceremonies, etc.
Parking Permits	10-12	$10	Parking spot for licensed drivers
Band	6-8	$40	Consumable uniform needs, travel, various supplies
Band	9-12	$200	Needed items for consumable uniform needs, music, travel, and supplies vary, but no cost should exceed $200.
Choir/Chorus	9-12	$10	Consumable uniform needs, travel
JROTC	9-12	$25	Required course fitness attire

NOTE: WHEN PAYING ONLINE, THERE IS AN ASSESSED CONVENIENCE FEE AT THE POINT OF SALE.

FEE WAIVER

School administrators may reduce or waive certain fees for economically disadvantaged students and students whose families are experiencing economic hardships and are financially unable to pay a specific fee. Examples of families facing economic hardship include, but are not necessarily limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless. Requests for economic hardship waivers of student fees and supporting documentation used in considering the validity of any request for a waiver should be submitted to the school principal. The request will be reviewed, and a decision will be given within a week. Any appeals to this decision should be directed to the Assistant Superintendent.

FOREIGN EXCHANGE STUDENTS

The SMP experience with the Foreign Exchange Program has been positive and rewarding for both the exchange student and the students of SMP. To enroll, the host family or agency used by the student to enter the United States should contact the Office of Child Welfare and Attendance. The Foreign Exchange Agency used by students to obtain the mandatory J-1 visa will provide students with the documents required for enrollment. By June 1, the student must provide his/her official academic transcript, including total minutes per class and course descriptions. All documents must be translated to English. Payment in full is due by June 1, and no refunds are given. Placement of each student is based on the school attendance zone in which the host family resides unless there are extenuating circumstances. Foreign exchange students are not eligible to earn a diploma.

Note: The J-1 visa is a non-immigrant visa issued by the United States for exchange visitors participating in approved programs that promote cultural exchange. It is designed for individuals such as research scholars, professors, and students who wish to teach, study, or receive training in the U.S. The J-1 visa encompasses various programs, including au pairs, summer work travel, and internships. To obtain a J-1 visa, applicants must be approved to participate in a designated exchange visitor program.

GIFTED AND TALENTED PROGRAM

The Gifted and Talented Program is designed to support and challenge students who demonstrate exceptional abilities in academics or the arts. Eligible students receive instruction that goes beyond the standard curriculum, promoting deeper learning, critical thinking, and higher-level problem solving. The goal of the Gifted and Talented Program is to inspire, challenge, and support each student's individual strengths—empowering them to reach their full potential both academically and artistically.

ACADEMICALLY GIFTED STUDENTS

Academically gifted students demonstrate exceptional academic ability and intellectual aptitude, as defined by Louisiana Bulletin 1508. These students are provided with advanced, differentiated instruction focused on higher-order thinking skills, creativity, and enrichment activities. Services are delivered through an enrichment model tailored to meet their unique learning needs. All gifted teachers hold a master's degree and possess additional certification in Academically Gifted education.

TALENTED STUDENTS IN THE ARTS

Talented students are those who exhibit outstanding abilities in the visual or performing arts. The Talented Arts Program includes instruction in Visual Arts, Instrumental Music, Vocal Music, and Theater. Students receive enrichment services that nurture their artistic talents through focused, hands-on experiences and specialized instruction. Talented teachers are professionals in their respective fields and meet all state criteria for teaching in the Talented Program.

HEALTH SERVICES (JGC)

The General Nursing Department offers services by Registered Nurses to students with student health needs during school hours. Services are provided by EPSDT Medicaid programs, the LDOE General School Health programs, or community healthcare providers. Student health concerns are addressed through individual health plans.

COMMUNICABLE DISEASES (JGCC)

The St. Mary Parish School Board recognizes the importance of protecting the health and welfare of students, teachers, and other employees of the educational system from the spread of communicable diseases. Schools will report any diseases of outbreak to the Office of Public Health-Regional Offices.

HEALTH-RELATED INSTRUCTION

Health promotion and prevention of health-related issues by age-appropriate instruction in grade level 7-12 in health educations regarding the transmission of disease will be given by the school health services. Parents may opt out of these instructions for their child. Health and Wellness programs with the State Dept of Education, Office of Public Health and School Health Services.

ILLNESS, ACCIDENTS, AND FIRST AID (JGFG)

School administrators and other school personnel shall be responsible for administering basic first aid. The principal will call 911 if the extent of an illness or injury requires immediate emergency care or if the principal is unable to locate a parent, legal guardian, or listed emergency contact. If EMS personnel deem it necessary to transport the student to a medical facility, school personnel will accompany the student in the absence of the parent, legal guardian, or emergency contact. Parents or legal guardians assume the financial costs of treatment and transport.

IMMUNIZATION

All student immunization records will be checked through the Louisiana Immunization Network System (LINKS). Student vaccines should follow the recommended schedule of immunizations by age; accelerated schedule for students with late vaccines; or the required vaccination for entry into daycare and schools. S*ee the state health vaccine record for students entering school at the following website under the document center immunization schedule:* **https://lalinks.org/linksweb/**

MEDICAID

The district will distribute consent forms to parents and legal guardians to obtain permission to file for services with Medicaid. The district also requests parental consent to disclose the child's personal identifiable information (full name, address, date of birth, and Medicaid ID) to the Medicaid Program to bill for services. Billing for these services will not impact the child's Medicaid limits for any other services billed by a private provider. Your consent simply provides the school system with the important funding needed to enhance the services available to students. Parents may withdraw consent in writing at any time. If parents refuse or withdraw consent to allow access to Medicaid benefits, the school system will remain responsible for conducting scheduled services and screening.

MEDICATION (JDCD)

Administering medications during school hours is for long-term use not short-term use. Parents should contact the school nurse for forms and an appointment to arrange for services. The parent will provide the nurse with the written consents to accept and administer medication with orders from the physician detailing the name of the drug, dosage, and time interval medication is required. Any change to the initial order will require new doctor orders and an additional conference. The parent or legal guardian shall not send medication to school with the child.

HOMELESS CHILDREN & YOUTH EDUCATION PROGRAM (JBCBB)

SMP carries out federally mandated policies to ensure that homeless children and youth have access to a free, appropriate public education. Board policies and district practices should not act as barriers to the enrollment, attendance, or success of homeless students who lack a regular, fixed, adequate night-time residence.

THE MCKINNEY-VENTO ACT

The McKinney-Vento Act protects the educational rights of children and youth living in shelters, including domestic violence shelters, hotels, motels, or weekly-rate apartments. The act also protects the educational rights of Children living in conditions not fit for human habitation (i.e., no electricity, no heat, no running water, no windows or doors, holes in the roof or floor, no way to cook or store food.) Abandoned, runaway, throwaway children and youth (unaccompanied Youth) are protected as well. They have the right to remain enrolled despite changes in residence, to obtain immediate access to school enrollment without proof of residency, immunization, or school records. Parents will have 5 school days to submit enrollment documentation (i.e., physical address, academic records from last school attended, immunization records and birth certificate). Students are provided with transportation to and from school. They shall also be enrolled in pre-school programs.

HOSPITAL & HOMEBOUND SERVICES (IDDC)

Hospital-Homebound services are available to eligible SMP students who have a physical illness, accident, emotional crisis, or the treatment thereof and who cannot be moved from the hospital or home environment for at least 10 school days. To request services, the child's parent must contact the school's SBLC Facilitator and request a *Homebound Medical Form* to be completed by the physician.

CRITERIA FOR ELIGIBILITY

There must be certification by a physician that the student is expected to be home or hospitalized for at least 10 operational days and is able to participate in an instructional program. The student must be under constant medical care for illness or injury which is acute or catastrophic or chronic physical condition which has acute phases, and which requires homebound instruction during the acute phases. The student must be free of infectious or communicable diseases. If the student is not free of such diseases, other appropriate instructional arrangements must be made. The parent or legal guardian must sign a parental agreement to parental cooperation and to cooperation with homebound or hospital policies.

DETERMINATION OF ELIGIBILITY

Upon receipt of the completed *Homebound Medical Form* by the physician, the school's SBLC meeting will determine the best plan to provide F.A.P.E. to the student. The school nurse is a mandated member of this SBLC committee. SBLC will discuss possible accommodations or modifications to the child's schedule or setting to attempt to keep the child in school. This could include arranging the student's schedule to accommodate the illness or injury, having all classes downstairs if mobility is affected, sending work home to be completed, or attending school for part of the day or week, etc. All attempts should be made to return the student to the school setting as soon as possible.
If it is determined that hospital-homebound services are necessary, and all criteria are met, appropriate district and school personnel will confer, and the student's parents or legal guardians will be contacted by the assigned homebound instructor. Homebound instructors are assigned according to their professional certifications and the instructional needs of the child. Should the family be unwilling to accept the assigned instructor, the St. Mary Parish School Board shall not be responsible for providing this service.

ABSENCES PRIOR TO DETERMINATION
A student is counted absent until receipt of notice of eligibility. This official notice will come from the Coordinator of Discipline & Special Instructional Services and will include two pertinent dates—the date from which excused absences begin, noted on the *Medical Form* completed by the physician and the date from which the student is to be counted present. Absences incurred prior to these two official dates are addressed between the parent and the principal.

HOME ENVIRONMENT
An adult family member shall be on the premises and available during the entire instructional session, and ALL parties in the home should be appropriately dressed throughout the session. The student and the teacher shall be provided with an environment conducive to instruction free from distractions and spacious enough to accommodate the pupil and the teacher in accordance with the pupil's physical and mental involvement. The parent or adult family member present will initial the time sheet to document services. Hospital-Homebound teachers do not administer mid-terms, finals, or state assessments in the home. These tests are to be taken at school. Medical verification of the student's inability to take state assessments at school must be presented to the principal.

PARTICIPATION IN SCHOOL ACTIVITIES
Homebound students may not participate in school-sponsored events without a full medical release from their physician. Students present at school-sponsored activities or other public events will receive a case review with termination of services possible. Exceptions for students with long-term services may be requested by submitting a doctor's written request to the Superintendent.

PREGNANCY
Hospital-Homebound services begin on the actual delivery date or upon medical documentation of complications in the pregnancy or recovery which could be detrimental to the health of the student. Feeling tired, uncomfortable, and hurting to walk are all symptoms of pregnancy and not medical complications. Upon delivery of the baby, a parent or legal guardian must notify the school secretary to initiate services. The inability to secure childcare will not qualify the student for homebound services.

SPED OR 504 STUDENTS
An IEP or IAP meeting is required to address this "change of placement" in a short-term IEP or IAP written by the hospital-homebound teacher with input from the student's primary care provider. The IEP or IAP will be revised by the special education teacher upon the student's return to school. Students in grades 6-12, who are academically capable, will be placed in courses via Edgenuity. The homebound teacher will collaborate with the school counselor, primary provider, or 504 facilitator to assist the student at least once a week. The contact person must document contact dates and times using the *Homebound Contact Form*.

INSURANCE (JGA)

All junior and senior high students participating in interscholastic sports, athletics, band, cheerleading, J.R.O.T.C., or dance team are covered by a secondary insurance policy (Athletic Policy). A secondary policy is one that is used after the primary (your family coverage) policy reaches its maximum or is nonexistent. This school policy is paid for by the School Board. The policy covers the student while traveling to and from a school-related event, regardless of the means of transportation, and while participating in any school sponsored or supervised activity. The coach or sponsor should complete an accident report form as soon as possible after an accident or injury occurs and forward it to the school office no later than the following school day. LOUISIANA CHILDREN'S HEALTH INSURANCE PROGRAM (LACHIP). Many households may not have health insurance for their

children. Louisiana Children's Health Insurance Program (LaCHIP) is available. A fact sheet on LaCHIP will be given to all students so that households may have the opportunity to find out more information about this program.

INTERNET AND DEVICE USE (IFBGA)

To comply with the Children's Internet Protection Act, the Board has adopted a policy for internet safety that incorporates the use of technologies designed to block or filter internet access for students; however, it is difficult to catalog all controversial or inappropriate content. The Board has established guidelines so that device and internet users are aware of the responsibilities they are about to assume. Each device or internet user shall be responsible for his/her activities. Use of the district network and devices is a privilege, not a right. District personnel conduct routine monitoring of the system and can track student navigation on the Internet. No information on the network is guaranteed to be private. This includes correspondence sent through district email. Students will receive a copy of the *Internet and Device Student Use Agreement* on the first day of school to be signed by the student and parent/legal guardian. Inappropriate use will result in disciplinary action according to the SMP Discipline Matrix at the end of this handbook.

MENTAL HEALTH SCREENINGS (JGCF)

Louisiana R.S. 17:173.1 and 17:416.24 require public schools to make available mental health assessments to all students in grades 3 through 12, provided that the student's parent/legal guardian gives annual written authorization. Parents who wish to have their children screened shall be provided with a list of licensed mental health professionals who are authorized to conduct such assessments. To request this list, parents should contact the district's Behavioral Interventionist. The assessment is conducted by the licensed behavioral health provider at no cost to the local school board. The school principal shall have discretion over scheduling and location of the screenings. At the end of each school year, each school must report to the Louisiana Department of Education the number of screenings administered at each grade level.

MIGRANT EDUCATION

The goal of the Louisiana Migrant Education Program (MEP) is to ensure that all migratory students reach challenging academic standards and graduate with a high school diploma (or obtain a high school equivalency) that prepares them for responsible citizenship, further learning, and productive employment. The program works to ensure that migratory children fully benefit from the same public education provided to other children and that they master the educational content provided by local school districts. The program offers services to help reduce educational disruptions and other problems that can result from multiple moves.

PARENT-FAMILY ENGAGEMENT (IFD)

Parents and families are vital partners in the education of children; therefore, parental involvement is a priority of the school district. The concept of parent and family engagement shall include programs, services, and/or activities on the school site, as well as contributions of parents outside the normal school setting. Positive, productive, cooperative efforts by educators and parents are designed to impact a student's success at school. Parents have the right and the responsibility to be involved in the planning, review, evaluation, and improvement of district policy. Parents of students at all schools will be asked to enter into a school-parent compact agreement where responsibilities of all stakeholders are outlined in supporting improved student achievement. The compact describes the school's responsibility to provide a high-quality curriculum and instruction in a supportive and effective learning environment. It also describes the way in which parents will be responsible for supporting their children's learning and ways parents may volunteer and participate in decisions relating to the education of their children. Issues of open communication between parents and teachers are also addressed in the compact. The district has developed the Parent and Family Engagement Policy Section in collaboration with parents. This policy serves as the basis for parent and family engagement. Each school year a meeting of a district parental advisory committee will be convened to review and update this policy. Membership of this advisory committee will consist of representation of parents of students from the various subgroups identified in Every Student Succeeds Act (ESSA) and who participate in various programs conducted in the district schools. A district-wide parental and community advisory approach will gauge the extent to which parish parental involvement strategies have been implemented. This approach will also be a means to develop future action plans.

Title I programming facilitates a positive interaction between parents and schools. The goal is for parents to be involved in their child's education to remove barriers to student success, reinforce the efforts of the school, improve attendance, collaborate on school-based interventions, and improve the integration of community-based agencies. Parents are provided with a variety of opportunities to get to know their school, its programs, and the staff. The federal grant also provides for workshops and literature that help support parents in ensuring the success of their children. Emphasis is placed on forming a home-school partnership to benefit the students and all those involved in their welfare. The

staff recognizes the parents' right and responsibility to be involved in the planning, review, evaluation, and improvement of our Title I programs. We, therefore, invite parents to assist in planning activities that will accomplish program objectives.

Berwick High Schol will host a parent orientation, open house events in the Fall & Spring, an ACT information night, grade-level scheduling meeting for parents, and family engagement events in the Fall & Spring. We look forward to seeing you all there for these events.

PRESCHOOL PARENTS

The district coordinates and expends funds to ensure that the parents of preschool students are offered the same types of opportunities for parent and family engagement as other parents of students in the school system. Parents are involved through the initial interview enrollment process, parent-teacher conferences, make-and-take workshops, open house, and activities in the classroom. A schedule of transition is initiated annually to ensure that an appropriate schedule of activities takes place between public school preschool programs, Head Start programs, and the public Kindergarten settings.

PARENT BILL OF RIGHTS (IFDA)

To read the Parents' Bill of Rights for Public Schools (Act 466), please use this link https://legis.la.gov/Legis/Law.aspx?d=920005 to access R.S. 17:354.

PARENTAL RIGHTS AND RESPONSIBILITIES (IFDA)

Parents have the right to have their children educated in a safe, orderly public school that is conducive to learning. Parents have the right to be informed of board policies and regulations, school rules, and the procedure for addressing grievances. Furthermore, they have the right to participate in educational decisions concerning their children. Louisiana Law (R.S. 17:235.2) further states that parents or legal guardians are responsible for:

- Ensuring that his or her child attend school every day except for reasons due to illness or other legal exceptions.
- Ensuring that his or her child arrives at school on time each day and/or for each class.
- Ensuring that his or her child completes all required homework assignments.
- Attending all required parent/legal guardian and teacher or parent/legal guardian and principal conferences.
- Providing the school with documents verifying residency and school zone as required by law.

PARENT-TEACHER COMMUNICATION

SMP encourages consistent communications between school and home. At the beginning of the school year, each principal will establish and communicate to families the guidelines for parental communication with teachers. Teacher office hours (preparation period) will also be established at the school level. Phone calls or emails sent outside of this established time will be returned the next school day.

Berwick High School Teachers will be asked to set up a Remind account for each of their classes. We ask that parents sign up for these Reminds, as it is a way for teachers to communicate with parents. It is our goal to share more positive communications with our parents.

PARENT-STUDENT PROGRESS CENTER

SMP parents and legal guardians may review their child's information through the JCampus Student Progress Center. Parents and legal guardians should create an account using this link https://www.stmaryk12.net/Page/8153 to be able access student attendance, grades, and communications from the school or district.

SAFE AND DRUG-FREE SCHOOLS (IDBB)

The Safe and Drug-Free Schools Program is centered around education as a preventative measure. SMP partners with stakeholders from government entities, families, law enforcement agencies, community leaders, healthcare providers, and schools working together to promote safe and healthy choices for all SMP students. Students benefit from a safe and drug-free curriculum which includes anti-drug education, comprehensive health education, Red Ribbon Week activities, social emotional learning activities, the PBIS program, and the FUTURES PROJECT for 5th grade students. The Safe and Drug-Free Schools program also includes education on suicide prevention, bullying prevention, and crisis response.

SAFETY DRILLS (EBBC)

Throughout the school year, your child will be trained in emergency procedures and will be taught how to react, where to assemble, and what to expect in an emergency. This will be accomplished through fire drills, severe weather drills, and lock-down drills. While it can be unsettling to think about situations that require an emergency response, frequent review and practice will help to reduce risk and help both staff and students prepare for an actual event. Following an emergency scenario practice drill, your child may wish to share their experience with you. If so, this would be an excellent time to review the information and procedures as a family.

SPECIAL EDUCATION SERVICES (IDDF)

The district provides Free, Appropriate Public Education (FAPE) for all exceptional children residing within St. Mary Parish. Through the Child Find Program, the district continues to place a priority on locating, evaluating, and placing eligible exceptional children. In cooperation with other public agencies SMP tries to identify, locate, and evaluate children who may have a disability and need special education services. The district also tries to identify children who may qualify for gifted academic educational services or talented educational services in visual arts, music, or theatre. The district's special education services are extended to children in SMP public schools, private schools, public and private preschool, daycare programs, and students not yet enrolled in a school or program.

Special Educational Services are offered to exceptional children, birth through 21, with special needs, including learning disabilities, hearing, speech, language, or visual impairments, autism, developmental delays, other health impairments, or emotional challenges, etc. Services include speech therapy, adapted physical education, preschool classes, infant home-based supports, physical therapy, occupational therapy, extended school year, etc. Other special educational services include the surrogate parent program, Child Find, Special Olympics, Very Special Arts, community-based instruction, transition teams, and various assistive-technologies, etc. Program models include self-contained classes, combination classes, and resource room services.

CAMERAS IN SPECIAL EDUCATION CLASSROOMS (IDDCFC)

The SMP School Board shall install and operate cameras that record both video and audio in each special education classroom. Classroom here is defined as a self-contained classroom or other special education setting where students spend 50% of their instructional day. To access the video request form and read the entire policy and all procedures, see Policy IDDCFC in the SMP Policy Manual found on the district website.

COMMUNITY-BASED INSTRUCTION

Community-based instruction is provided to significantly disabled secondary special education students. Developmentally age-appropriate vocational classroom activities provide adaptive, hands-on vocational and functional experiences to facilitate successful post-school outcomes. In accordance with IEP goals and objectives applied in the community, the design of community-based instruction provides a model of work-based learning opportunities for students across various environments.

DUE PROCESS (IEE)

Federal law requires that parents be given notice before the school identifies, evaluates, places, or designs a program for any child requiring special education services. An evaluation cannot begin without the parent's or legal guardian's written consent. Parents can refuse to have their child evaluated. If the parent or legal guardian consents to an evaluation, the findings must be explained to the parents. If they disagree with the findings, they may request an Independent Educational Evaluation. Before placement in a special education program, an IEP-Placement meeting must be held to write the Individualized Educational Program for the child. The parent or legal guardian is a participant in this meeting. This is a summary of due process procedures. Additional information is given to all parents or legal guardians who give permission for their child to be evaluated.

EVALUATION

If a child has difficulties in school (behavior, academics, communication, medical needs, etc.), the parent or teacher may request a School Building Level Committee (SBLC) meeting. SBLC is a general education, data-driven, decision-making committee. Members include the child's classroom teacher, a parent or legal guardian, an administrator, the school's SBLC facilitator, and any other person requested by the school or the parents. The purpose of the SBLC committee is to discuss concerns and to implement or review school-based interventions designed to address the child's difficulties. All requests for evaluation are processed through SBLC. Students must be evaluated by a multi-disciplinary team and classified as exceptional before special education services can be provided. The evaluation team may be composed of a psychologist, educational diagnostician, speech pathologist, social worker, audiologist, physical therapist, occupational therapist, and an adapted physical education teacher. Requests for screening may come from a parent, teacher, principal, designated school personnel, physicians, or any other professionals interested in the child's well-being. For concerns about screening and evaluation, contact your child's teacher or the SBLC Facilitator at the school.

EXTENDED SCHOOL YEAR SERVICES

In accordance with Section 450 of Bulletin 1706, Extended School Year Services (ESYS) are provided for eligible students with disabilities who require special education instruction and related services for more than 180 days. All students receiving special education services, excluding the academically gifted or talented must be screened annually to determine eligibility regardless of previous participation or nonparticipation in the Extended School Year program.

IEP PLACEMENT

The IEP or ITP-Placement Committee will be composed of a representative of the Office of Special Educational Services, who will conduct the meeting and explain the results of the evaluation and programs available, the parents or legal guardians, a school administrator, classroom teachers, who will describe classroom behavior and academic performance, the special education teacher, who will write the IEP, and other individuals at the discretion of the parent or school system. In addition, related services personnel will attend where appropriate. The parents will be encouraged to contribute to the writing of the IEP with suggestions of what they would like their child to accomplish in the program.

SPECIAL OLYMPICS

The Special Olympics program in St. Mary Parish originated in 1974 with 18 students. Students from across the school district participate. The Special Olympics provides students with disabilities the opportunity to have successful experiences in sports, to gain confidence and self-mastery which will enable them to build a positive self-image, to provide opportunities for socialization, and to assist in the transfer of skills learned in the classrooms (self-help, academics, and communication) to a more natural environment. Over the years, this program has shown its value and worth and is now an integral part of the curriculum.

SECTION 504

Parents with concerns about children who are suspected of having a disability, which interferes with a major life activity, should contact the child's teacher or the SBLC facilitator in the child's school. Section 504 disabilities may include, but are not limited to characteristics of dyslexia, ADHD, or health problems.

VOCATIONAL TRANSITION

Transition planning helps students, ages 16–21 with specific disabilities, and their families identify long-range goals for life after high school and outline the anticipated support needs. Post-school activities can include college, vocational training, employment, continuing and adult education, adult services, independent living, or community participation. The transition plan provides the foundation for coordinated efforts among the student, his/her parents or legal guardians, the school, and adult service providers.

STUDENT OF THE YEAR

The Louisiana Department of Education's Student of the Year Awards Program recognizes excellence in students in grades 5, 8, and 12 who have demonstrated leadership, service, citizenship, academic or career and technical achievement. Each school in St. Mary Parish selects a Student of the Year from these grade levels using criteria provided by the LDOE. To be eligible, students complete a portfolio that includes academic records, an autobiographical sketch, documentation of leadership, service, citizenship, and awards. Additionally, students participate in an interview panel and submit a short essay. The district level committee uses the same criteria to select one student from each grade level to represent the district at regionals.

- Grade 5 nominees must have a cumulative grade point average of at least 3.1 on a four-point scale based on grades from 2nd grade through the first grading period or semester of 5th grade.
- Grade 8 nominees must have a cumulative grade point average of at least 3.1 on a four-point scale based on grades from 5th grade through the first grading period or semester of 8th grade.
- Grade 12 nominees must have a cumulative grade point average of at least 3.1 on a four-point scale based on grades from grade 9th grade through the first grading period or semester of 12th grade.

TEXTBOOKS

Students are responsible for the care of all his/her textbooks. Students must not deface or damage textbooks. All textbooks must be returned, and parents are responsible to pay to replace lost or damaged textbooks.

TEACHER BILL OF RIGHTS (R.S. 17:416.18)

Respecting the authority of teachers is essential to creating an environment conducive to learning, effective instruction in the classroom, and proper administration of city, parish, and other local public schools. To maintain and protect that authority, it is important that teachers, administrators, parents, and students understand the various rights conferred upon teachers.

- A teacher has the right to teach free from the fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board for actions taken in the performance of duties of the teacher's employment.
- A teacher has the right to appropriately discipline students in accordance with any city, parish, or other local public school board regulation.
- 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 place the student in custody of the principal or his designee.
- A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy.
- A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury.
- A teacher has the right to be treated with civility and respect as provided.
- A teacher has the right to communicate with and to request the participation of parents in appropriate student discipline decisions.
- A teacher has the right to complete only paperwork that is not excessively burdensome and that, if required by law or regulation, adheres to the law or regulation and does not result in overly cumbersome interpretations of that law or regulation.
- A beginning teacher has the right to receive leadership and support, including the assignment of a qualified, experienced mentor who commits to helping him/her become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.
- A teacher has the right to be afforded time during the school day or week to collaborate with other teachers.

PUBLIC CONDUCT ON SCHOOL PROPERTY (KGA)

Any person attending any school-related event will conduct himself with politeness, decorum, and proper sportsmanship. Any person entering any School Board property shall be required to conduct himself in accordance with acceptable standards of conduct and show respect for the law and rights of others. Any person who disrupts the orderly educational process while on a school campus may be restricted or banned from such property by the Superintendent. In addition, any person who behaves in an unsportsmanlike manner during an athletic or co-curricular event may be ejected from the event and be denied admission to other events.

Should a person's conduct while on school property become so disruptive that it threatens the safety of any employee or student, school personnel shall be authorized to notify law enforcement personnel for assistance. Examples of unacceptable conduct include, but are not limited to using vulgar or obscene language or gestures, possessing or being

under the influence of any alcoholic beverage or illegal substance, possessing a weapon, fighting or otherwise striking or threatening another person, failing to obey the instructions of a security officer or school district employee, interfering in any way with an athletic or co-curricular event, or engaging in any activity which is disruptive or illegal.

The Superintendent shall have the authority to review the circumstances and make the final decision regarding the banning of any individual from any or all school functions in SMP. Students demonstrating any of the above conduct shall be subject to disciplinary action in accordance with the SMP Discipline Matrix.

VISITORS AND SCHOOL EVENTS (KM)

Principals shall be responsible for establishing procedures that ensure the proper protection of instructional time and the welfare of the students and employees. In accordance with state law, no person is allowed on school grounds without authorization from the appropriate school official. All visitors shall report to the school office immediately upon coming onto school grounds. Office personnel and the principal shall be made aware of the purpose of the visit. Where possible, visits should be pre-arranged.

To ensure the safety of students and staff while on school campuses, the SMP School Board has authorized principals to request the assistance of law enforcement to address unauthorized visitors. Principals and designated school personnel are also authorized to search any person while on any school property and to require visitors to walk through CEIA OPENGATE weapons detection systems.

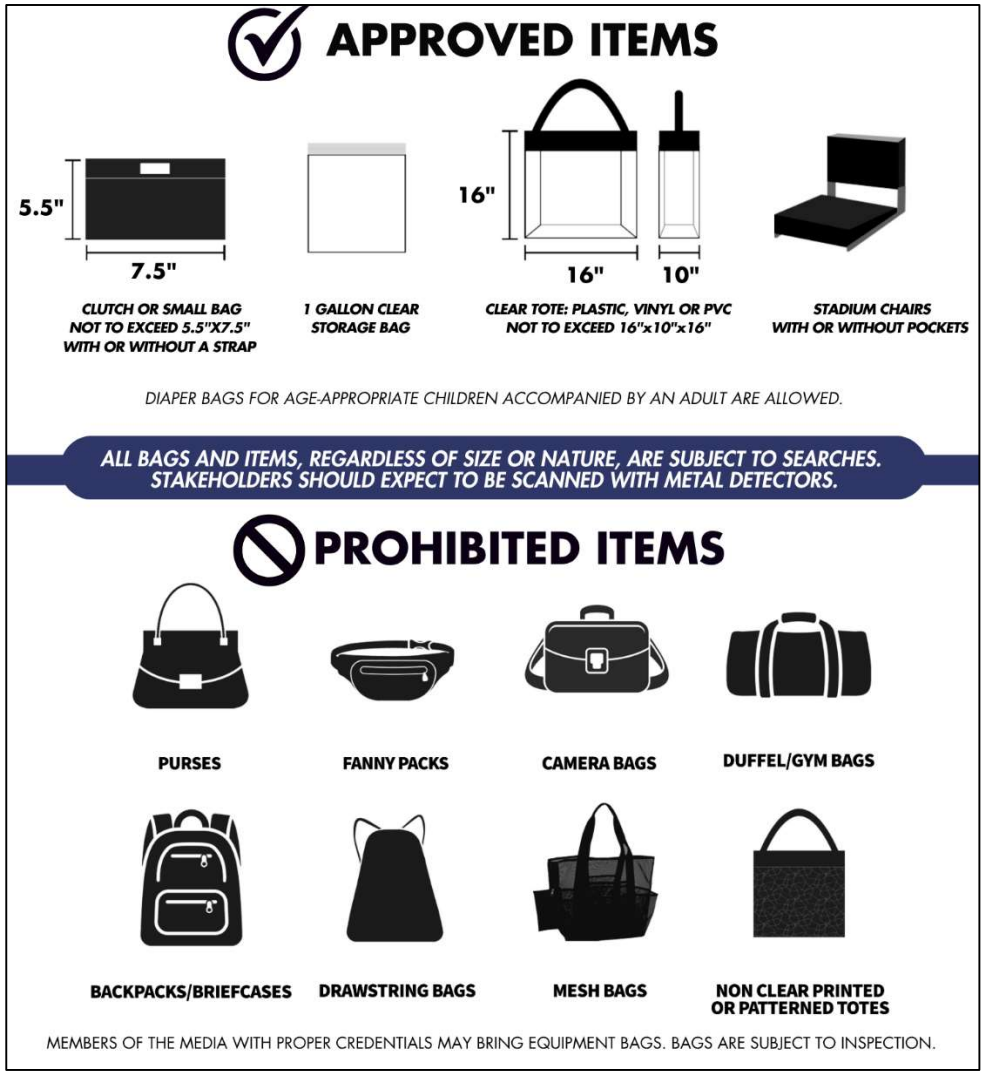
NOTE: All attendees at SMP events on any SMP facility at any hour must follow the SMP Clear Bag Policy.

WEAPON DETECTION SYSTEMS

Out of concern for the safety and security of students, employees, and visitors, SMP implemented the use of CEIA OPENGATE weapons detection systems on all campuses. Every student (PK-12) will be screened daily as they enter the school building. Bookbags will also be searched during this screening procedure. Should there be an alert, students will be expected to fully cooperate in determining the cause of the alert. Searches to resolve such alerts will be conducted immediately. Failure to cooperate or submit to additional screening as requested by staff may result in disciplinary consequences. ALL visitors will be screened using the CEIA OPENGATE weapons detection system, as well as adhere to the SMP Visitor Clear Bag Policy upon visiting any campus for all events.

VISITOR CLEAR BAG POLICY FOR ALL EVENTS & FACILITIES

To ensure stakeholder safety, for all SMP events, at all facilities, for any purpose, during any hour, the Clear Bag Policy will be enforced. Anyone with a bag that does not meet the criteria outlined will not be permitted entrance. While safety measures can sometimes be inconvenient, stakeholder safety must be a priority.



NOTE: ALL BAGS AND ITEMS REGARDLESS OF SIZE OR NATURE ARE SUBJECT TO SEARCHES. STAKEHOLDERS SHOULD EXPECT TO BE SCANNED WITH METAL DETECTORS.

STUDENT CODE OF CONDUCT (JCD) (JD)

ST. MARY PARISH SCHOOLS BOARD RESPONSIBILITY

The School Board is legally responsible for maintaining a safe, proper learning environment and for providing the foundation for addressing the discipline of students (RS.17:416). The School Board expects students to be well-behaved; therefore, every school employee shall be authorized to hold every student accountable for his/her behavior throughout the school day and during any school-sponsored activity on school campuses, on school buses, on the street going to or returning from school, and at any other location or time of a school-related event. The School Board shall demand reasonable student behavior and administer discipline with fundamental fairness without regard to gender, race, ethnic origin, religion, or political belief. All students shall be afforded the basic rights of citizenship recognized and protected for persons of their age and maturity. Moreover, the School Board reserves the authority to discipline students for behavior involving audio, video, or other materials and information that may appear on the Internet or transferred over electronic devices that constitute a material disruption of the educational process.

This St. Mary Parish Public Schools Student Code of Conduct includes summaries of discipline-related policies, administrative procedures, student consequences, and the SMP Discipline Matrix. To review all complete SMP student-related policies, please visit St.MaryCAPS (stmaryk12.net), Section J: Students.

AUTHORITY OF SCHOOL EMPLOYEES TO DISCIPLINE (JD)

Each teacher shall, at the beginning of each school year and periodically throughout the school year, provide his or her students with the school-wide discipline plan and how it applies to the classroom. The teacher will teach behavioral expectations and provide a system to acknowledge appropriate behavior and remediate behavioral deficits.

Each school employee may take action to correct a student who violates school rules or who interferes with an orderly education process. Disciplinary actions by school employees may include but are not limited to oral or written reprimands, referrals to the school counselor**,** written notifications to parents providing a copy to the principal, parent-teacher conferences, and other disciplinary measures approved by the principal. Approved communication channels include school email, phone calls, and JTEXTS.

No principal or administrator shall prohibit or discourage a school employee from taking disciplinary action, recommending disciplinary action, or completing a form to initiate disciplinary action against a student who violates school policy or who interferes with an orderly education process. No principal or administrator shall retaliate or take adverse employment action against a school employee for taking disciplinary action against a student if the disciplinary action that the teacher takes is in accordance with School Board policy.

AUTHORITY OF SCHOOL ADMINISTRATORS TO DISCIPLINE

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any student materially interferes with school safety or disrupts a proper atmosphere for learning at school or at any school-related function. Depending on the severity of the infraction committed by the student, the principal retains the right and responsibility to use any form of discipline outlined in this SMP Student Code of Conduct. Any school administrator involved in the discipline of students shall recuse himself/herself when discipline procedures involve a member of his/her immediate family. In case of recusal, the action to be taken shall be done so by the Superintendent or designee. Immediate family is defined as the individual's children or children of the individual's brothers, sisters, parents, and/or spouse and the children of the spouse's brothers, sisters, and parents.

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS/PBIS)

The School Board's primary goal is to educate, not discipline; however, when the behavior of the individual student disrupts the safe, orderly process of education or comes in conflict with the rights of others, corrective actions become necessary for the benefit of the individual and the learning environment. The School Board shall address student behavior with a focus on evidence-based interventions prioritizing classroom and school-based support in lieu of out-of-school disciplinary removals allowing schools to address misconduct while minimizing the loss of instructional time. The School Board shall establish regulations ensuring that disciplinary measures within schools are administered uniformly, consistently and in a nondiscriminatory manner.

RESPONSIBILITY OF STUDENTS

Students have the responsibility to understand this Student Code of Conduct written in compliance with St. Mary Parish School Board policies and the laws of the state of Louisiana. Students shall respect the authority of principals, teachers, and other school personnel while at school or at any school-related function. Students shall exercise their rights and responsibilities in accordance with this Student Code of Conduct established to maintain an orderly school environment conducive to learning. Students who violate this established code of conduct shall be subject to the disciplinary measures outlined in the St. Mary Parish Discipline Matrix.

ANONYMOUS REPORTING

The School Board has a cooperative agreement with Crimestoppers, Inc. for the purpose of coordinating a multi-agency response to preventing and solving school infractions and crimes. This MOU provides an anonymous reporting system to students through the app, a phone call, or the online link on the district website. The technology provided will allow students to anonymously report terrorist threats, possession of weapons, vandalism, possession of narcotics, vaping, theft, assault, dating violence, threats of self-harm, mental health concerns, bullying, cyberbullying, and/or gang activity in addition to any other perceived threats to student and school safety. Students are encouraged to access this technology whether the incident is in the process of occurring, may occur in the future, or has already occurred. For more information, please visit Crimestoppers Safe School Louisiana at www.safeschoolsla.com. The goal of anonymous reporting is to stop violence and other unsafe incidents.

DISCIPLINE REFERRALS

Teachers and other school employees shall report to the principal any student who acts in a disorderly manner or is in violation of the SMP Student Code of Conduct. Incidents of alleged discipline infractions shall be reported using the School Behavior Report by the Louisiana Department of Education to school administrators who shall review such information to determine the necessary disciplinary actions. Within 48 hours, excluding non-workdays, the principal shall return to the school employee who submitted the referral a completed copy indicating the administrative action taken.

DUE PROCESS IN THE DISCIPLINARY PROCESS

Students must be afforded due process in disciplinary procedures. Procedural due process is based on the concept of "fundamental fairness." It includes an individual's right to be adequately notified of the allegations of misconduct and proceedings and be granted the opportunity to be heard at these discipline proceedings. Parents must be notified of the disciplinary proceedings but have no right to be present during the administrator's investigation or during interviewing of the student. The administrator has discretion to allow the latter when it would aid the investigative process to do so.

When a student has been written up and the disciplinary process begins, the following must occur:

1. The student must be told what he/she is accused of and by whom (faculty member).
2. The student must be given an opportunity to tell his/her version of the facts and write a statement of such.
3. The student must be allowed to provide any witnesses to the event.
4. The student must be informed of the administrator's action on the infraction and the consequence.

DISCIPLINARY PARENT CONFERENCES

If a teacher, principal, or other school employee is authorized to require the parent/legal guardian of a student to attend a conference or meeting regarding the student's behavior, and, after notice, the parent or legal guardian willfully refuses to attend, the principal shall file a complaint according to statutory provisions with a court exercising juvenile jurisdiction. Notice of the conference specifying the time and date of the conference shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card or by electronic communication or by sending a certified letter to the address shown on the student's registration card. Parents may be required to attend a conference when a student is removed from a classroom and when a student is suspended a second time within one school year. Parents shall be required to attend a conference in each case of re-admitting a student to school following an out-of-school suspension or expulsion.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Discipline of students with disabilities or exceptionalities shall be to the extent allowed by applicable state or federal law and regulations and consistent with the provisions of the student's Individualized Education Program (IEP) or Section 504 Plan (IAP). Generally, a student with an IEP or an IAP may not be removed from his or her current placement more than ten days consecutively or cumulatively for violating the Code of Conduct without a determination of whether the conduct in question is caused or has a direct and substantial relationship to the student's disability. This is decided by consensus in a Manifestation Determination Review. Expulsion of students with disabilities or exceptionalities with an Individualized Education Program or Section 504 Individualized Accommodation Plan shall be to the extent allowed by applicable state or federal laws.

BEHAVIORAL HEALTH SUPPORT FOR STUDENTS (JGCF)

Referral for assessment and treatment. The St. Mary Parish School Board recognizes that students with behavioral or emotional challenges may be at risk of their behavior escalating into aggression or disruption, disciplinary actions resulting in suspension or expulsion, or juvenile delinquency. The School Board, through its superintendent, shall adopt and maintain rules and regulations for a program which assists school personnel to identify such signs and symptoms of a student with behavioral or emotional challenges. A designated employee at each school shall be responsible for identifying behavioral and mental health support services available in the community, and when appropriate, facilitating a referral of a student to those services for assessment and treatment, including services provided through the Louisiana Coordinated System of Care and its Medicaid provider network.

Second out-of-school suspension. After any second OSS during the same school year, the principal or his/her designee and the designated employee shall consult on whether the student's behavior could be attributable to behavioral or emotional challenges. If it is determined that the behavior is attributable to behavioral or emotional challenges and rises to the level that supportive services could be beneficial, the principal and/or the designated employee shall schedule a conference with the student's parent or legal guardian to discuss the student's behavior and counseling as well as the referral of the student and family to support services for assessment and treatment.

Annual report. The School Board shall report to the Louisiana Department of Education and the House and Senate committee on education the number of students identified as possibly having behavioral or emotional challenges, the number of students for which a conference was scheduled, and the number of students referred for assessment and supportive services. The reports shall be submitted annually on July first and shall reflect data from the previous school year.

REMOVAL FROM THE CLASSROOM (JD)

A student shall be immediately removed from a classroom by his/her teacher and placed in the custody of the principal if the student's behavior prevents the orderly instruction of other students, poses an immediate threat to the safety of the teacher or other students, or when a student violates the Student Code of Conduct. Upon removal, the principal shall advise the student of his/her misconduct and give the student the opportunity to explain his/her version of the facts. The student shall not be readmitted to the classroom until the principal has implemented support measures and has assigned consequences as applicable. K-5 students shall not be permitted to return to class for at least 30 minutes; 6-12 students shall not return during the same class period in which the behavior occurred. Students shall be provided with the academic assignments missed and shall receive credit for such work if completed on time and satisfactorily. The principal shall notify parents of any student removed from the classroom and may require a disciplinary parent conference. Students shall not be readmitted to the classroom until the principal has implemented and documented at least one disciplinary measure. Upon a student's third removal from the same classroom, prior to the student's readmittance, the teacher, principal, and parent are required to hold a conference to discuss the student's disruptive behavior patterns.

SECLUSION AND RESTRAINT (IDDF)

Louisiana R.S. 17:416.21 governs the use of seclusion and restraint for students with exceptionalities in Louisiana public schools. It allows these interventions to be used only when school personnel reasonably believe a student's behavior poses an imminent risk of harm to himself or others. Schools must deploy positive behavioral and de-escalation support strategies before using seclusion or restraint. Each incident of seclusion or restraint must be documented and reported to parents/legal guardians and to appropriate school and district administrators. The Louisiana Department of Education also maintains a statewide database of all reported incidents for oversight and accountability. Schools are provided with the proper protocols and training needed in accordance with district policy and state law. This section is a summary. For additional information about seclusion and restraint procedures, please visit the Special Services tab of the district website or the SMP Policy Manual also found online.

SCHOOL AND STUDENT SAFETY (EBBB)

The School Board is committed to providing a safe environment for the students, employees, and guests in its schools and at its activities. Toward that end, the School Board shall comply with the *Louisiana School and Student Safety Act* (La. Rev. Stat. Ann. §§17:409-17:409.5) and shall take immediate action to address potential threats of violence or terrorism to individuals in its facilities. The Superintendent shall develop, in consultation with local law enforcement agencies, age-appropriate information regarding internet and cell phone safety and online content that is a potential threat to school safety. The information shall include how to recognize and report potential threats to school safety posted on the internet, including but not limited to social media posts. This information shall be distributed or explained to school personnel and students at the beginning of each school year and shall be posted on an easily accessible page of each school's website, as well as the website of the School Board. Such information shall include instruction on how to detect potential threats to school safety, visual examples of possible threats, and the process for reporting such threats. The term *threat of violence* is defined as a communication, whether oral, visual, or written, including but not limited to email, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any intent to kill, maim, or cause great bodily harm to a student, employee, or guest on school property or at any school function. The term *threat of terrorism* means communication, whether oral, visual, or written, including but not limited to email, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, employee, or guest to be in sustained fear for his safety, cause the evacuation or lockdown of a building, or cause any other serious disruption to the operation of a school.

THREATS

Any administrator, teacher, counselor, bus operator, or other SMP employee, whether full-time or part-time, who learns of a threat of potential violence or terrorism, whether through oral communication, written communication, or electronic communication, shall immediately report the threat to a local law enforcement agency and to school administrators. In addition, any police officer or law enforcement officer who works as a school resource officer shall be considered a mandatory reporter. A school resource officer shall not receive information from another mandatory reporter or commence or oversee any investigation into the report. No person shall have a cause of action against any SMP employee for any action taken or statement made in adherence with the requirement for reporting as provided herein. However, the immunity from liability provided in this policy shall not apply to any action or statement if the action or statement was maliciously, willfully, and deliberately intended by the school employee to cause harm to, harass, or intimidate the person(s) named in the report or to deceive law enforcement or school officials.

MANDATORY EVALUATION

If a student is reported to a local law enforcement for issuing a threat of violence or terrorism, the student shall not be permitted to return to school until undergoing a formal mental health evaluation. The law enforcement agency shall file a petition with the appropriate judicial district court for such an evaluation. If the student refuses to be examined by the court-appointed health professional, or if the report of the treating health professional concludes that the student is a danger to himself or others or that he is suffering from substance abuse and needs immediate hospitalization, the student shall not be allowed to return to school and may be transferred by court order to a treatment facility. If the report of the treating medical or mental health professional concludes that the student is not a danger to himself or others and is not in need of immediate hospitalization, then the student may be returned to school but the court may require that the student continue outpatient mental health treatment. If the person who is reported to a local law enforcement agency is not a student, he or she shall not be permitted to be within five hundred feet (500') of any school until he or she has undergone a formal medical or mental health evaluation and has been deemed by a health care professional not to be dangerous to himself/herself or others.

SUSPENSIONS

Principals have the authority to suspend a student for a specified period in accordance with statutory provisions and the SMP Discipline Matrix.

SECOND SUSPENSION (JDD)

After any second suspension of a student during the same school year, the principal and the employee designated by the principal to identify behavioral and mental health support services available shall consult on whether the student's behavior could be attributable to behavioral or emotional challenges. If it is determined that the behavior is attributable to behavioral or emotional challenges and rises to the level that supportive services could be beneficial, the principal or his/her designee and the employee designated for mental and behavioral health assistance shall schedule a conference with the student's parent or legal guardian to discuss the student's behavior and counseling as well as the referral of the student and family to support services or assessment and treatment.

THIRD SUSPENSION (JDD)

Notwithstanding any public-school state or local policies, a 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 code or tardiness, **shall be** recommended for expulsion. Students in grades PK through fifth grade **shall be** expelled for the remainder of the school year upon the fourth suspension within the same school year for drugs or weapons violations.

EXPULSIONS (JDE)

A student maybe be expelled if a behavioral infraction committed is serious enough to warrant such action or is in violation of state law. Prior to any expulsion, the principal shall advise the student of the infraction of which he/she is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. Upon the recommendation for expulsion of a student by the principal, a hearing shall be conducted by the School Board's hearing officer within fifteen (15) school days to determine the facts of the case and make a finding of whether the student is guilty of conduct warranting an expulsion. The student's parents/legal guardians shall be provided with written notice of the hearing, and the notice shall advise the student and his/her parent or legal guardian of their rights. Until the hearing, the student shall remain suspended out-of-school with access to classwork and the opportunity to earn academic credit.

A student who is suspended for longer than ten (10) days or expelled shall be provided with academic instruction at an alternative setting in accordance with La. Rev. Stat. Ann. §17:416.2. At the hearing, the principal shall be permitted to attend and present any relevant information. Upon conclusion of the hearing, the Office of Child Welfare and Attendance shall notify the parents of the decision rendered by the hearing officer and the specified period of expulsion, or any other disciplinary action to be taken. Unless otherwise stipulated by state statutes, the period of expulsion shall not be less than one school semester and may carry over into the next school year when necessary. The student shall be provided with academic instruction at an alternative setting in accordance with La. Rev. Stat. Ann. §17:416.2.

Appealing An Expulsion. The parent/legal guardian of a student who has been expelled shall have the right to submit a request for review by the Superintendent's designee. Such a request must be made in writing within five days after the decision is made, or the hearing decision is final. A further appeal may be made to the School Board. The School Board may affirm, modify, or reverse the action previously taken. The parent or legal guardian of the student may, within ten school days, appeal to the judicial district court an adverse ruling of the School Board upholding the action of the Superintendent or designee. The Court may reverse or revise the ruling of the School Board upon a finding that the ruling of the School Board was based on an absence of any relevant evidence in support thereof.

REASONS FOR EXPULSION (JDE)

Alcohol. Marijuana. Tobacco. Vapes (Nicotine). Any student in grades 6-12 found guilty of being in possession of tobacco, alcohol, or vaping product or found guilty on the first occurrence of being in possession of marijuana, tetrahydrocannabinol (THC), or any chemical derivatives thereof on school property, on a school bus, or at a school-sponsored event may be recommended for expulsion.

Discipline Infractions. Any student**,** after being suspended for committing violations of any discipline policies or other rule infraction, depending on the severity on the behavior, may be expelled.

Felony. The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act which had it been committed by an adult would be a felony, may be cause for expulsion of the student for a period of time as determined by the School Board; such expulsions shall require the vote of two-thirds (⅔) of the elected members of the School 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 the student's period of disposition. If the student was serving an expulsion period when 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 his/her designee may require the student to serve the time left in the expulsion period.

Knives. Firearms. Illegal Drugs. Any student PK-5 found carrying or possessing a knife with a blade which equals or exceeds two and one-half (2 ½) inches may be recommended expulsion. Any student in grades 6-12 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 (2 ½") 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 for a minimum of two (2) complete semesters and shall be referred to the district attorney for appropriate action. Firearm is defined as any pistol, revolver, rifle, shotgun, machine gun, submachine gun, black powder weapon, or assault rifle that is designed to fire or is capable of firing fixed cartridge ammunition or from which a shot or projectile is discharged by an explosive.

Marijuana. THC. Any student found guilty of being in possession of marijuana, tetrahydrocannabinol (THC), or any chemical derivative thereof shall not be subject to an expulsion unless it is the second or subsequent occurrence.

Third Suspension. Any student in grades 6-12 who is suspended a third time within the same school year for any offense, excluding those related to dress code or tardiness (late to class), shall be recommended for expulsion. Any student in grades PK-5, after being suspended on three (3) occasions for committing drugs or weapons offenses during the same school year, upon committing the fourth offense, shall be expelled from all the public schools of the system until the beginning of the next regular school year, and the student's reinstatement shall be subject to the review and approval of the School Board.

Weapons. In accordance with federal regulations, a student determined to have brought a weapon to a school under the School Board's jurisdiction shall be expelled for a minimum of one calendar year. A weapon, in accordance with federal statutes, means a firearm or any device which is designed to expel a projectile or any destructive device, which in turn means any explosive, incendiary or poison gas, bomb, grenade, rocket, missile, mine or similar device.

ST. MARY PARISH ALTERNATIVE PROGRAM (IDDG)

Students exhibiting behavioral concerns in the regular school setting are referred to Child Welfare and Attendance. A conference or disciplinary hearing is held with the referring principal, parent/legal guardian, student, the hearing officer, and if necessary, a special education representative. Here, the hearing officer listens to the facts of the most recent violation of the Student Code of Conduct, considers the seriousness of the infraction, and reviews the student's discipline record, examining the number of infractions. Based on this information and any legislation relevant to the most recent infraction, the hearing officer will determine whether the student's behavior warrants a long-term suspension or an expulsion resulting in placement at the SMP Alternative Program. Here, the duration of the placement is also determined by the hearing officer. The SMP Alternative Program offers additional behavioral supports and interventions in addition to academic instruction. While attending classes at the alternative program, students shall not attend any school-related functions whether on or off SMP facilities. All truancy laws apply in this setting.

- Students are grouped appropriately by age and/or grade span and receive grade-level instruction.
- Support services are provided for any student with special needs in accordance with the IEP or IAP.
- High school students continue to earn grades and/or complete course credits where applicable online through Edgenuity. The supervisor of the alternative program collaborates with school counselors to ensure that, to the extent possible, each student is enrolled in the same courses that he/she was taking at his/her school site. High school students eligible for Credit Recovery may schedule needed coursework through Edgenuity and can earn Carnegie Units.
- Middle school students continue to earn grades through *Edmentum*. Students are enrolled in core courses on grade level, a career exploration elective, and character education modules.
- Elementary students receive instruction in core courses, art, and character education.
- Students will receive progress reports and report cards according to the St. Mary district calendar.

READMITTANCE FOLLOWING EXPULSION (JDE)

At the conclusion of an expulsion, the principal shall contact the parent or legal guardian to schedule a conference. If the parent or legal guardian fails to attend the required conference, within five school days of notification, the student may be considered truant, and the principal shall file a complaint in accordance with statutory provisions with the court exercising juvenile jurisdiction. Should the parent or legal guardian refuse to respond, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasions in the same school year, the student shall not be readmitted unless the parent or legal guardian, court, or other appointed representative responds. Readmission to school is on a probationary basis and shall be contingent on the student and parent or legal guardian agreeing in writing to the conditions stipulated. Such agreement shall contain a provision for immediate removal of the student from school premises and return to the school system's alternative setting without a hearing upon the principal determining that the student has violated the agreement. Immediately thereafter, the principal shall provide proper notification in writing of the determination and reasons for removal to the Superintendent and the student's parent or legal guardian.

READMITTANCE AFTER EXPULSION FOR FIREARMS, KNIVES, WEAPONS, OR DRUGS

In addition to the provisions for expulsions stated above, a student expelled for a violation related to firearms, knives, other dangerous weapons, drugs, or dangerous controlled substances shall not be readmitted to any public school of the school system prior to the completion of the expulsion at the alternative program and until the student produces written documentation that he/she

and his/her parent or legal guardian have completed or is actively participating in an appropriate rehabilitation or counseling program related to the reason for the expulsion. The rehabilitation or counseling programs shall be provided by such organizations approved by the court having jurisdiction or by the School Board.

ASSAULT OR BATTERY OF SCHOOL EMPLOYEES

Whenever a student is formally accused of violating the provisions of R.S. 14:34.3 or R.S. 14:38.2 and the Code of Conduct by committing an assault or battery on any SMP employee, the principal shall suspend the student from school immediately. The student shall be removed immediately from the school campus without the benefit of out-of-school suspension procedures; however, the necessary notifications and other procedures shall be implemented as soon as is practicable. Additionally, whenever a teacher is struck by a student, the student, in addition to any other discipline given, shall be permanently removed from the teacher's classroom, unless the teacher objects, or unless the principal with the concurrence of the building level committee finds the striking incident to be entirely inadvertent. Until all hearings and appeals associated with the alleged violation have been exhausted, no student suspended in accordance with the provisions of this policy shall be considered for readmission to the school to which the allegedly assaulted or battered school employee is assigned, except when the school system has no other school of suitable grade level for the student to attend. Notwithstanding any provision of R.S. 17:158 to the contrary, a school system shall not be required to provide transportation to any student reassigned to attend a school pursuant to the provisions of this section if providing such transportation for the student will result in additional transportation costs to the school system.

BULLYING – CYBERBULLYING – HARASSMENT – HAZING (R.S. 17:416.14)

Any student determined to be guilty of bullying, cyberbullying, harassment, and hazing will be disciplined according to the SMP Discipline Matrix.

Bullying is defined as a pattern of any one or more of the following:

a) gestures, including but not limited to obscene gestures and/or making faces,
b) written, verbal, or electronic communications via various technologies and/or social media including but not limited to name-calling, threats, taunting, malicious teasing, or spreading rumors,
c) physical acts such as hitting, kicking, pushing, tripping, damaging personal property, etc. or
d) purposeful shunning or exclusion.

The pattern of behavior is exhibited more than once toward a student by another student or group of students on school property, at any school-related activity, at any bus stop, on any school bus, or in any other vehicle transporting students. The pattern of behavior shall 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 shall be sufficiently severe, persistent, and pervasive enough to create an intimidating or threatening educational environment, have the effect of substantially interfering with the target's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Cyberbullying is a form of bullying defined above through the transmission of any electronic textual, visual, written, or oral communication with malicious and willful intent to coerce, abuse, torment, or intimidate.

Harassment can be defined as unwanted, unwelcomed, and discriminatory verbal, written, physical, or gestured behaviors ranging from teasing, casual comments to more severe and pervasive and are based on the target's race, national origin, sex (including gender identity or sexual orientation), religion, or disability.

Hazing is defined as any knowing behavior of any student to encourage, direct, or participate in any activity that subjects another student to potential physical, mental, or psychological harm for the purpose of initiation, admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity. The School Board prohibits the engagement of students, faculty, and staff in the involvement of hazing on any campus, at any school-related function, or on any school bus. Aiding and abetting another person who engages in hazing is prohibited. The consent of the hazing victim is not a defense. All SMP employees shall take reasonable measures within the scope of their individual authority to prevent hazing. Cases involving a victim who has been severely physically, mentally, or psychologically harmed will require law enforcement intervention.

To report bullying, cyberbullying, harassment, and hazing:

- Targets should immediately report the behavior to any SMP employee or other trusted adult who will report on the student's behalf.
- Students witnesses or bystanders are encouraged to report the behavior. Students can use the anonymous reporting link on district website or the link here: https://www.safeschoolsla.com/sitemenu.aspx?ID=5010&
- SMP employees shall communicate to school administrators verbally in person all reports of bullying, cyberbullying, harassment, and hazing.
- School administrators shall promptly investigate according to the protocol and timeline set by the Louisiana Department of Education.
- If the complainant student or parent feels that an appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.
- The school system prohibits retaliatory behavior against any complainant or any participant in the investigation.

The report form link: https://doe.louisiana.gov/school-system-leaders/school-policies/bullying

CELL PHONES & OTHER ELECTRONIC TELECOMMUNICATION DEVICES

No student shall possess on his/her person a cell phone or other electronic telecommunication device for the duration of the instructional day or on a school bus.

- Students in PK-5 grade are prohibited from bringing cellphones and other telecommunication devices to school.
- Students in grades 6-12 may bring cellphones and other telecommunication devices to school, but these must be powered down and locked in lockers.
- If a student is in violation of this policy, the phone or other device will be confiscated, and discipline will be carried out according to the SMP Discipline Matrix. The confiscated device shall be held in the school's office, and the student's parents/legal guardians shall be contacted within 24 hours to sign for and collect the device.
- A student's refusal to relinquish this device shall result in a suspension pending a hearing with a recommendation for a long-term suspension.

UNAUTHORIZED PICTURES OR VIDEOS

Students are prohibited from taking unauthorized pictures and/or making unauthorized videos on school campuses, on school buses, or at school related events. Students are also prohibited from posting or sharing such pictures and videos electronically or on social media. Unauthorized pictures or videos are defined as photographs or recordings of SMP employees or other students without prior consent of school administrators and with the knowledge and expressed consent of the SMP employee or other students. Discipline for violating this policy will be carried out according to the SMP Discipline Matrix.

DATING VIOLENCE

Teen dating violence is defined as a pattern of coercive behavior within a dating relationship where one partner exerts power and control over the other partner through the intentional use of physical, sexual, verbal, or emotional abuse that can be harmful, threatening, and intimidating. This type of abuse can range from subtle to extreme. Indicators that someone is a perpetrator of dating violence include but are not limited to the abuse of others, acts of jealousy and possessiveness, seriousness about the relationship too quickly, tends to be critical and insulting, controls the attire of the partner, blames his/her behavior on the partner, excessive contact with the partner, isolates the partner, make decisions for the partner, offer gifts after arguments, pressures partner into sexual activity, threatens to hurt or kill himself/herself if relationship ends. Warning signs that someone is a victim of dating violence include but are not limited to apologies for the partner's behavior, avoidance of adults, friends, and family, fear of partner, worries about how the partner will react, changes in appearance, academic decline, quits involvement in activities, sudden mood changes, unexplained bruises, scratches, or injuries, struggles to make decisions.

Report dating violence to school personnel immediately. If the dating violence is occurring on campus, all applicable discipline policies will be followed. Parents/legal guardians will be contacted. The number for the National Domestic Violence Hotline is 1-800-799-SAFE (7233). The Louisiana Hotline is 1-888-411-1333. For immediate danger, call 911.

DELINQUENT STUDENTS

Students who regularly disrupt the safe and orderly school environment shall be considered delinquent and may be reported to the appropriate juvenile court. Any student that exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general may be recommended for long-term suspension and/or assignment to an

appropriate alternative educational placement. A delinquent student may be recommended for a transfer to adult education if the student is 17 or older with less than 5 credits toward graduation, 18 or older with less than 10 credits toward graduation, or 19 or older with less than 15 credits toward graduation.

TRANSFERRING STUDENTS AND REVIEW OF RECORDS

When a student transfers from one school to another within the SMP school district, the student's discipline and attendance records will also be transferred. The student will continue at the appropriate step in the discipline process at the receiving school. If a student enters the SMP school district from another school system, discipline and attendance records will be requested and reviewed. A student who has been expelled from any school in or out of state or district shall not be admitted to a school in the SMP school district except upon the review and approval of the School Board following the request for admission. To facilitate the review and approval for readmittance, the student shall provide the School Board with information on the dates and details of any expulsions. Additionally, the transfer of student records to any school or system from the SMP school system shall include information on the dates details of any expulsions.

OFFENSIVE STUDENT CONDUCT THAT IMPACTS THE END OF YEAR

For the duration of the time spent at the Alternative Program, students are not allowed to be present on any school campus or to attend any school-related activity; therefore, it is important that students and their parents/legal guardians understand the impact this has on student participation in milestone ceremonies.

GRADUATING STUDENTS. Any senior who commits a serious violation of the student code of conduct and whose consequence as the result of a discipline hearing is an expulsion, long-term suspension, or change of placement and who will not be able to complete the entire assignment at the alternative program prior to graduation night is deemed "not in good standing," and will not walk in graduation ceremonies or participate in year-end activities. Seniors prohibited from participating in the graduation ceremony will receive diplomas (mail or in-person) during the week following the graduation ceremony.

The principal shall also be empowered, in consultation with the Superintendent or designee, to prohibit a senior from participating in graduation exercises for non-school related activities (e.g., arrests, gang-related activities, etc.) if it is deemed that the student's participation will disrupt or detract from the decorum of the graduation exercises.

Each school in the school district with graduating seniors shall include this regulation in their senior orientation, and each senior will sign an appropriate document acknowledging receipt of these regulations. Parents will also receive a letter including information about these regulations from individual schools.

JUNIORS. Any junior who commits a serious violation of the student code of conduct and whose consequence as the result of a discipline hearing is an expulsion, long-term suspension, or change of placement is deemed "not in good standing" until the completion of the entire assignment at the alternative program; therefore, the student will not participate in year-end activities, including ring ceremony.

NON-GRADUATING STUDENTS. Any student who commits violations during the last ten (10) days of the school year which result in recommendations for long-term suspension, expulsion, and/or a change of placement shall serve the long-term suspension and/or expulsion, and/or a change of placement into the next school year. The student is deemed "not in good standing" until the completion of the consequence and will not be allowed to be present on any school campus or to attend any school-related activity.

SEARCHES (JCAB)

The School Board is the exclusive owner of all public-school buildings, desks, and lockers assigned to students and any other area of any public-school building or grounds specifically for the personal use of the students. The acceptance and use of SMP lockers, facilities, and the parking lot by students constitutes implied consent by the student and parent/legal guardian to searches. Therefore, the School Board authorizes school administrators to search these areas.

Administrators may also conduct random drug detection searches and metal detector searches of any student on a school board property, a school bus, or a school-related activity. Students shall remove all metal objects from their pockets and place the items in a designated area along with any bags, parcels, or containers carried by the student. If the metal detector is activated, the student will be asked again to remove any metal items. If the detector no longer activates, the search will be concluded. Should the detector continue to activate, the student shall be searched by authorized school personnel of the same gender in the presence of one other authorized adult. During this personal search, the items that activated the detector shall be confiscated. The search must continue until the metal detector is no longer activated. The School Board further authorizes school

administrators to search the person of a student or his or her personal effects when, based on the circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law or a school board policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive considering the age or sex of the student and the nature of the suspected offense.

Any student who refuses to cooperate fully with daily take-in searches, random searches, drug detection team searches, or searches as part of an investigation will subject to discipline as outlined in the SMP Discipline Matrix. This includes any search required for entry into any school-related activity.

Upon the seizure of any firearm, bomb, knife, or other instrument which can be used as a weapon and the careless use of which might inflict harm or injury or any controlled dangerous substance as defined in R.S. 40:961(7), the principal shall report the confiscation to the appropriate law enforcement officials and said confiscated item(s) shall be retained and secured by the school principal in the evidence bag to prevent the destruction, alteration, or disappearance of said items. The confiscated item(s) shall immediately be turned over to the appropriate law enforcement authority. All items seized may be used in school disciplinary actions if deemed appropriate by the principal.

NOTE: A student under the influence of alcoholic beverages or drugs, shall be deemed in possession of the respective contraband, and hence subject to the appropriate school/legal penalties. A written report of all searches and seizures shall be prepared and filed by the principal.

DRUG DETECTION TEAM

The Drug Detection Team is a combined effort between law enforcement and the School Board. The Drug Detection Team provides trained drug detection dogs (K 9) in assisting administrators in locating drugs on school campuses. A law enforcement officer will handle the K9. The principal shall be responsible for all aspects of the search. The principal or designee shall be responsible for the confiscation of contraband detected by the K 9. The subsequent investigation, due process, and discipline proceedings will be in accordance with the procedures in this SMP Student Code of Conduct and the SMP Discipline Matrix.

SEXUAL HARASSMENT POLICY FOR STUDENTS—TITLE IX

Sexual harassment includes unwelcome sexual advances, use of sexually suggestive language, requests for sexual favors, and or other inappropriate verbal, visual, written, or physical conduct that is sexual nature at school, or at a school-related activity. Any student who has a complaint of sexual harassment against another student, SMP employee, or non-employee engaged in business with the school system shall submit in writing the nature of the complaint including the specific act or acts which constitute the harassment complaint, the person or person who allegedly committed the act(s), witnesses to the act(s) of which the complaint has been filed, and the dates and times of the alleged act(s). The complaint shall be forwarded to the principal as soon as possible following the alleged actions. All complaints of sexual harassment shall be investigated thoroughly and promptly. Parents/legal guardians shall be notified immediately. Any student found to have committed sexual harassment shall be subject to disciplinary action and due process according to the SMP Discipline Matrix. Any School Board employee who has actual knowledge of sexual harassment must report the conduct to the Title IX Coordinator.

The School Board does not discriminate on the basis of sex in the education programs and activities that it operates. This is a requirement of Title IX of the Education Amendments of 1972 (Title IX) and Part 106 of Title 34 of the United States Code of Federal Regulations. Any person may report discrimination based on sex, including sexual harassment, in person, by mail, by telephone, or by email to the School Board's Title IX Coordinator at any time, including during non-business hours. All reports of Title IX Sexual Harassment will be addressed according to the Grievance Procedure established in accordance with 34 CFR 106.45. Reports of and inquiries regarding unlawful sex discrimination may also be made to the Assistant Secretary for Civil Rights of the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-1100, Email: ocr@ed.gov, 1-800-421-3481. The designated Title IX coordinator of the St. Mary Parish Board is authorized to coordinate efforts to comply with Title IX and Part 106 of Title 34 of the United States Code of Federal Regulations. The Title IX Coordinator shall undergo and receive all training required by Part 106 of Title 34 of the United States Code of Federal Regulations. The SMP Title IX Coordinator is Barabra Lancelin, Drawer 580, Franklin, LA 70538; blancelin@stmaryk12.net; 337-828-1767.

NONRETALIATION

Neither the School Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or Part 106 of Title 34 of the United States Code of Federal Regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including

charges against an individual for other policy violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or Part 106 of Title 34 of the United States Code of Federal Regulations, constitutes retaliation. Any complaint of retaliation pursuant to this policy should be directed to the Title IX Coordinator. The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited by this policy. Charging an individual with a policy violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

CONFIDENTIALITY

Except as necessary to carry out the purposes of 34 CFR Part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder, or as may be permitted by FERPA (20 USC 1232g), its regulations (34 CFR Part 99), or as required by law, the School Board shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness.

VIRTUAL SETTINGS AND DISCIPLINE

School and/or district officials are required, as mandatory reporters, to alert local law enforcement and/or the Department of Children and Family Services if any conduct, messages, images, or objects observed raise legitimate concern for the safety and well-being of students in the virtual setting. This may include students handling weapons, even if it is subsequently learned that the weapon is a toy or facsimile, as it is not always possible to determine remotely whether the weapon is real or not. Virtual students are responsible for complying with all policies in the SMP Student Code of Conduct and will be disciplined for misconduct according to the SMP Discipline Matrix. Additionally, virtual students must comply with the following:

- The recording device used for instruction must be positioned to allow teachers to observe both the student and the working and/or testing space.
- Eating and drinking are not allowed. This is hazardous to devices and can also be distracting during instruction.
- Once the students are logged in, they should mute their microphones to eliminate background noise that could distract other students.
- Additional devices should not be present within the visible working area unless teacher-approved for instructional purposes (speakers, phones, earbuds, headphones, etc.).
- Students will follow instructions from teachers regarding the method of communication and participation, such as when and how to interact verbally and how to use audio and camera.

UNIFORMS-DRESS CODE FOR STUDENTS (JCDB)

The information below is a guide for assisting parents with the purchasing of clothing for students. The policy of the School Board shall be that no mode of attire shall be considered proper for school wear that distracts from or disrupts classroom and school decorum. The principals of each school will make final decisions as to what is considered proper dress. Any substantial complaint concerning the dress code will be addressed by principals. Students who transfer into St. Mary Parish schools will be allowed two weeks to purchase uniforms and comply with the policy. On special days designated by the principal, students may wear school-appropriate blue jeans and/or spirit shirts. Spirit shirts may be worn with uniform bottoms these days. Jeans may be worn with uniform tops these days.

GROOMING. CLEANLINESS AND SAFETY WILL BE CONSIDERED.

- School uniforms must be clean and neat.
- Fingernails, haircuts, and hairstyles may be prohibited if they present a danger to the student's health and safety or create classroom or school disorder. Haircuts and hairstyles must be neat, clean, and presentable. Hair rollers or "set" are prohibited.
- Visible body piercings except for earrings on the ear shall be prohibited.
- Tattoos deemed inappropriate by the principal are prohibited and must not be visible.

UNIFORM SHIRTS

Student must wear short or long-sleeved polo-golf style shirts with at least two buttons or oxford-style, button-down shirts. Pockets are permissible. Name brand emblems are not permissible. Shirts must be always tucked in.

- Grades PK - 8: Color choice of white or navy blue. Color choice exceptions: FJHS—Navy or Gold, BEB—Navy or Ash Gray.
- Grades 9 - 12: Color choice of white or designated school color: BHS—Black, CHS—Purple, FHS—Garnet, MCHS—Forest Green, PHS—Red, WSM—Carolina Blue.

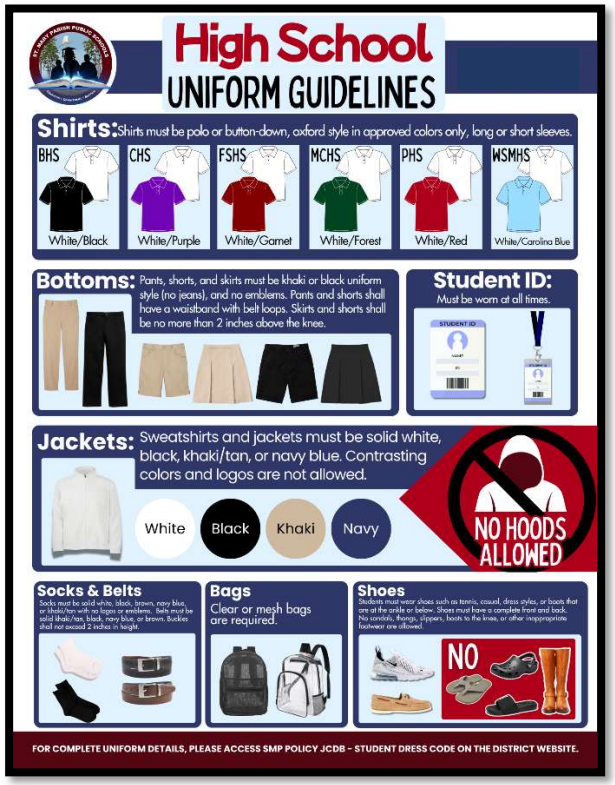
UNIFORM BOTTOMS

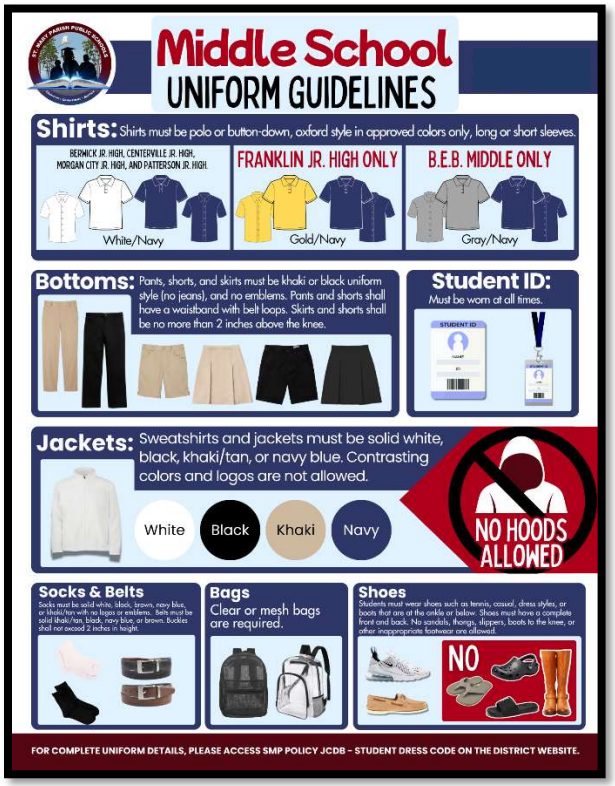
Students must wear khaki or black, uniform-style pants, shorts, skirts, skorts, or jumpers appropriately sized for the student. External pockets, exaggerated hems (bell bottoms), fraying hems, name-brand emblems, drawstring or elastic waistbands, overalls, corduroys, warm-ups (sweatpants), cargos, joggers, and denim items are not permissible. The length of skirts, shorts, skorts, and jumpers must be no shorter than reaching two inches (2") above the knee. Pk-2 students may wear uniform bottoms with an elastic waistband.

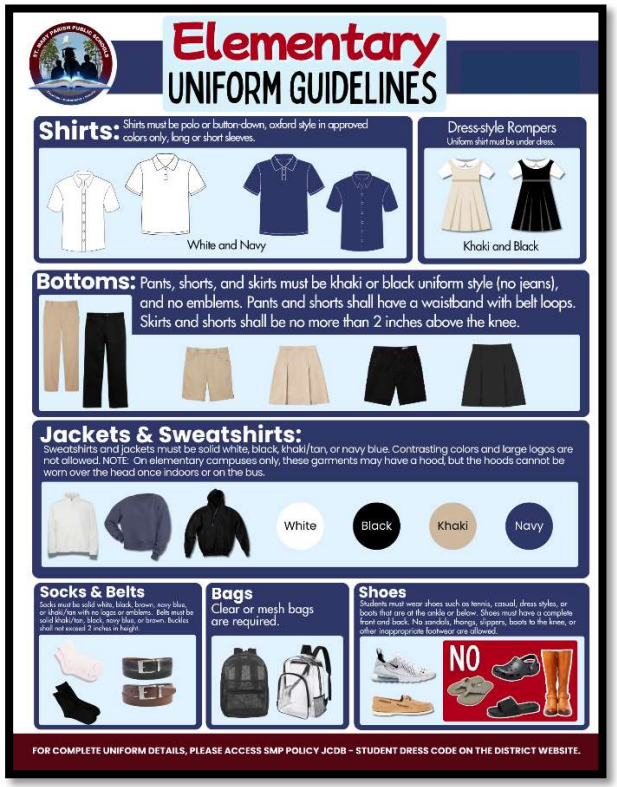
ADDITIONAL ITEMS

- SHOES, SOCKS, AND BELTS. Students must wear shoes such as tennis shoes, casual, or dress styles that are at the ankle or below. They must be buckled, tied, or zipped if so designed. Sandals, flip-flops, and boots above the ankle are not permissible. All shoe styles must have complete front and back. Students must wear socks. Socks must be solid white, black, brown, navy blue or khaki/tan-colored socks with no logos or emblems on them. Socks must be visible. Belts must be solid khaki, black, navy blue, or brown with buckles that do not exceed 2" in height.
- JACKETS, COATS, AND SWEATSHIRTS. These items shall be solid navy blue, khaki, white, black, brown, or school-colored and worn over the uniform shirt with the shirt collar visible. Lightweight jackets, parkas, or windbreakers in the same colors are also allowed. Official school logos are allowed to be affixed to these garments. On Elementary School Campus, hoods are permissible; however, on Middle and High School Campuses, these items shall not have hoods.
- UNDERSHIRTS. Any long or short sleeved undershirt worn underneath uniform shirts must be of the uniform colors designated by the school.
- STOCKINGS, TIGHTS, AND LEGGINGS. Stockings, tights, and leggings are not considered acceptable uniform bottoms. Solid white, black, brown, navy blue, or khaki/tan-colored stockings, tights, or leggings may be worn to accompany the unform bottom.
- FACE COVERINGS. Face coverings are now optional. If worn, masks shall be solid colors.
- STUDENT IDENTIFICATION CARDS. School-issued student identification cards must be worn by all students in grades (6-12th). Patterson jr. High will also require their 5th graders to wear school-issued identification cards. These should be visible and worn around the neck on a lanyard or clipped to the chest or collar area of the shirt. Student ID's are not only part of the school uniform but are also a critical component of school safety.
- BODY ARMOR. Body armor shall mean bullet-resistant material intended to provide protection from weapons or bodily injury. It shall be unlawful for any student or non-student to wear or possess body armor on any school board property, school-related function, school bus, or in a firearm-free zone, with limited exceptions as enumerated in LA. Rev. Stat. Ann. §14:95.9, which includes permitting a student to wear, carry, or possess a backpack that has bullet-resistant material intended to provide protection from weapons or bodily injury.
- ACCESSORIES. Any item brought onto a School Board facility at any hour shall not contain art, graffiti, writing, symbols, or images of any sort which may be perceived as vulgar, profane, disruptive, gang-related, or a to reference violence, tobacco, marijuana, drug, or alcohol use.

Uniform Guidelines (printable PDFs)







CLEAR BAG POLICY FOR STUDENTS—SCHOOL DAY GUIDE

St. Mary Parish Public Schools students are required to comply with the Clear Bag Policy. Approved items are pictured below. No other items will be allowed.



NOTE: THE PURPOSE OF A FULL MESH BAG IS TO CLEARLY SEE THE CONTENTS INSIDE. IF THE MESH DESIGN PROHIBITS SCHOOL PERSONNEL FROM VIEWING THE CONTENTS OF THE BAG, THE BAG WILL BE DISALLOWED.

DISCIPLINE MATRIX

MDR SYSTEM	GRADES PK-12

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) and POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

The most proactive approach to maintaining appropriate student behavior is a school-wide discipline plan that includes guidelines for well-managed classrooms.

- Clearly established rules, rewards, and consequences must be taught to students, reinforced frequently, and enforced consistently by administration and faculty.
- Each school must identify and define minor infractions.
- Reinforcement of correct behaviors positively impacts the conduct of students.
- Interventions redirect student behavior as needed. Possible interventions are student conferences, parent conferences, re-teaching desired behavior, cues or signals, seat changes, behavior contracts, check-ins/outs, time out, scheduled breaks, stay-away agreements, individual behavior plans, referrals to FINS (Families in Need of Services, 16th Judicial Juvenile Services), etc.
- Consequences should be assigned to students quickly, fairly, and consistently to have the greatest impact on improving student behavior.

CONSEQUENCES FOR MINOR INFRACTIONS

- 1st Minor Infraction: conference with student + documentation of infraction + parental contact by teacher
- 2nd Minor Infraction: conference with student + documentation of infraction + parental contact by teacher
- 3rd Minor Infraction: conference with student + documentation of infraction + classroom intervention(s) + parental contact by teacher
- 4th Minor Infraction: parental contact + teacher/staff completes major referral form for accumulation of minor infractions (Code 125)

DISTINGUISHING MAJOR AND MINOR INFRACTIONS

The degree of misbehavior determines whether an infraction should be considered major or minor.

- **Minor Infractions.** Behaviors that temporarily interrupt daily procedures, instruction, or activities in the classroom or during unstructured time. The student responds to redirection after correction. Examples include, but are not limited to, out-of-seat behavior, off-task conversation, eating or drinking, making noise with materials, dress code Offenses, no ID, tardy to class, Offense of classroom or school procedures, etc.

- **Major Infractions.** Sustained, repeated interruptions to daily procedures, instruction, or activities in the classroom or during unstructured time. The student does not respond when redirected. Examples include, but are not limited to loud talking, arguing, yelling, or repeated out-of-seat behavior, etc.

- **MINOR INFRACTION COUNTS RESET EVERY NINE WEEKS (PK-5).**
- **MINOR INFRACTION COUNTS RESET EVERY SEMESTER (6-12).**

R.S. 14:107.4 Unlawful Posting of Criminal Activity for Notoriety and Publicity. It shall be unlawful for a person who is either a principal or accessory to a crime to obtain an image of the commission of the crime using any camera, videotape, photo-optical, photo-electric, or any other image recording device and to transfer that image obtained during the commission of the crime by the use of a computer online service, internet service, or any other means of electronic communication, including but not limited to a local bulletin board service, internet chat room, electronic mail, or online messaging service for the purpose of gaining notoriety, publicity, or the attention of the public.

SMP CONSEQUENCES BY LEVEL

Level 1 **Level 1 infractions considered to be less serious and less harmful to others.**	Level 2 **Level 2 infractions are behaviors which disrupt the learning environment or compromise safety.**	Level 3 **Level 3 infractions are serious infractions which may involve law enforcement intervention.**	Level 4 **Level 4 infractions are the most serious infractions and crimes of violence. Law enforcement intervention is required.**
Level 1 Administrative Actions: ▪ Admin Conference with Student ▪ Parent Contact ▪ Assign Level 1 Consequence **1st** Offense: Detention 1-2 Hours **2nd** Offense: Detention 2-4 Hours **3rd** Offense: Detention 4 Hours (6-12) ISS 1 day (PK-5) **4th** Offense: ISS 1-2 Days (Code 10)	Level 2 Administrative Actions: ▪ Admin Conference with Student ▪ Parent Contact ▪ Assign Level 2 Consequence **1st** Offense: Detention 2-4 Hours **2nd** Offense: Detention 4 Hours (6-12) ISS 1 Day (PK-5) **3rd** Offense: ISS 1-2 Days **4th** Offense: ISS 2-3 Days **5th** Offense: ISS Pending a Hearing with recommendation for long-term suspension and/or change of placement. *If the infraction includes damages to the property of others or damage to SMP property, restitution is required.	Level 3 Administrative Actions: ▪ Admin Conference with Student ▪ Parent Contact ▪ Contact Law Enforcement as necessary. ▪ Assign Level 3 Consequence **1st** Offense: ISS 1-3 Days **2nd**Offense: ISS 1-3 Days **3rd** Offense: ISS Pending a Hearing with Recommendation for Long-term Suspension and/or Change of Placement (6-12) ISS 1-3 Days (PK-5) **4th** Offense: OSS Pending a Hearing with Recommendation for Long-term Suspension and/or Change of Placement	Level 4 Administrative Actions: ▪ Admin Conference with Student ▪ Parent Contact ▪ Contact Law Enforcement ▪ Assign Level 4 Consequence: **Out-Of-School Suspension Pending a Hearing with Recommendation for Expulsion, Long-term Suspension, and/or Change of Placement**
		*If the infraction includes damages to the property, restitution is required. *If the infraction requires assistance from emergency services, restitution may be required. *A Threat Assessment will be conducted for indicated infractions. *Mandatory mental health evaluation may be required for school re-entry.	

Second OSS (JDD). After any second out-of-school suspension of a student during the same school year, the principal and the employee designated by the principal to identify behavioral and mental health support services available shall consult on whether the student's behavior could be attributable to behavioral or emotional challenges. If it is determined that the behavior is attributable to behavioral or emotional challenges and rises to the level that supportive services could be beneficial, the principal or his/her designee and the employee designated for mental and behavioral health assistance shall schedule a conference with the student's parent or legal guardian to discuss the student's behavior and counseling as well as the referral of the student and family to support services or assessment and treatment.

Third Suspension (JDE). Students in grades 6-12 suspended a 3rd time within the same school year shall be recommended for expulsion (excluding dress code or tardies).

NOTES:

- **CONSEQUENCES ARE BASED ON SEVERITY AND/OR REPETITION OF INFRACTIONS. CONSEQUENCES ARE SEQUENTIAL AND PROGRESSIVE.**
- **SOME INFRACTIONS HAVE ADDITIONAL SPECIFIC INTERVENTIONS AND/OR INFRACTION-SPECIFIC CONSEQUENCES.**
- **SCHOOL ADMINISTRATORS HAVE THE AUTHORITY TO MAKE DISCIPLINARY DECISIONS BASED ON THE DETAILS AND CIRCUMSTANCES ASSOCIATED WITH STUDENT BEHAVIOR.**

INFRACTION CODES AND LEVELS (PK-5), (6-12)

CODE	INFRACTION	LEVEL	CODE	INFRACTION	LEVEL
01	Willful disobedience	1,2	63	Third-Party Fight; more than two students fighting	3, 4
02	Treats authority with disrespect	2	66	Use of OTC medication in an unauthorized manner	2
03	Makes an unfounded charge against authority	3	67	Possession of body armor	3
04	Uses profane or obscene language to another	1, 2	69	Crime of Violence - murder	4
05	Commits/Is guilty of immoral or vicious practices	3	70	Crime of Violence - assault and battery	4
06	Conduct or habits injurious to others	2	71	Crime of Violence - kidnapping	4
07	Uses or possesses controlled, dangerous substances	4	72	Crime of Violence - criminal damage to property	4
08	Uses or Possesses tobacco products, lighter, or matches	2,3	74	Illegal carrying or discharge/use of weapons prohibited by federal law	4
09	Uses or possesses alcoholic beverages	3	75	Crime of Violence - serious bodily injury	4
10	Habitually violates rules	2	77	Cyberbullying	3
11	Cuts, defaces, or injures any SMP property - Vandalism	2	78	Possesses pocketknife (blade less than 2.5 inches”)	2
12	Writes profane/obscene language or draws obscene pictures	1, 2	79	Public indecency	2,3
13	Possesses weapon defined in Section 921, Title 18, U.S. Code	4	80	Possession of obscene/pornographic material	3
14	Possesses Firearms, dangerous weapons, knives	4	81	Trespassing Offense	2
15	Throwing missiles liable to injure others	2,3	89	Threatening Another Student	3
17	Violates traffic and safety regulations	2	90	Instigates a fight	2
18	Leaving Classroom without permission	1,2	91	Participates in a fight while under school supervision	3, 4
20	Takes another's property or possession without permission	2	94	Gang Participation	3
21	Commits any other serious offense	3	98	Uses profane or obscene language against SMP employee	3
26	Skipping Class or school	2	100	False report	2
28	Gambling	2	104	Academic dishonesty	2
30	Disturbs the Class and/or school	2, 3	106	Crime of Violence - Assault of SMP Employee (non-physical)	4
33	Failure to serve assigned consequence	2	107	Crime of Violence - Battery of SMP Employee (physical)	4
36	Treats Student with Disrespect	2	109	Leave school premises without permission	3
38	Sexual harassment	4	110	Possesses pocketknife, blade less than 2.5” (with intent)	4
41	Dishonesty/Forgery	2	111	Bomb Threat	4
44	Cell Phone Offenses (telecommunication devices)	1	112	Public Displays of Affection	2
45	Bullying/Harassment	3	114	Threat of Terrorism of Violence	4
51	Unauthorized use of technology/electronic devices	1,2,3	116	Engaging in Behavior of a Sexual Nature (including consensual sex)	4
56	Crime of Violence - rape/sexual assault/battery	4	119	Uses/Possesses Vape (or other like devices for nicotine)	2,3
57	Crime of Violence - arson (starting a fire)	4	120	Use of telecommunication device that causes a substantial disruption	3
59	False alarm	2,3	123	Offense of Stay Away Agreement	3
61	Crime of Violence - Burglary	4	125	Accumulation of minor infractions	1
			133	Uses/Possesses Marijuana, THC, or Chemical Derivative	3,4

LEVEL 1 INFRACTIONS—CONSIDERED LESS SERIOUS OR LESS HARMFUL TO OTHERS

CODE	INFRACTION	DEFINITION OF INFRACTION	CONSEQUENCES
01	Willful disobedience (K-5)	Deliberately breaking a rule or disobeying an authority. *Refusing to cooperate with a search or confiscation results in a suspension pending a hearing and law enforcement intervention.*	Level 1 Administrative Actions: ▪ Admin Conference with Student ▪ Parent Contact ▪ Assign Level 1 Consequence **1st** Offense: Detention 1-2 Hours **2nd** Offense: Detention 2-4 Hours **3rd** Offense: Detention 4 Hours (6-12) ISS 1 day (PK-5) **4th** Offense: ISS 1-2 Days (Code 10)
04	Uses profane or obscene language (K-5)	Vulgar words, messages, swearing, other inappropriate language, inappropriate gestures, and/or derogatory slurs toward another student. (LEVEL 3, Code 98 if directed at adult.)	
12	Writes/draws obscene/profane language/pictures (K-5)	Writes or draws pictures, words, or images considered indecent or offensive, such as but not limited to graffiti, letters, notes, posters, etc.	
18	Leaves classroom without permission	Exiting a classroom or instructional area without explicit permission from a school authority.	
51	Unauthorized Use of Technology	Violating Acceptable Use Agreement by using the district-issued device in a manner inconsistent with educational goals, violating applicable copyright laws, accessing or facilitating the access of a computer, electronic device, or networked resource without authorization, engaging in surveillance with device's camera or microphone or unauthorized remote desktop or keystroke logging software (Policy IFBGA).	
125	Accumulation of Minors	3 MDR's Accumulated—on the 4th, write referral.	
44	Cell Phone Offense	Electronic telecommunication device usage for any purpose is not permitted during the instructional day, defined as the time a student arrives on campus until after the final dismissal bell. The use of cell phones and any other electronic telecommunication device on school buses is also prohibited (Policy JCDAE). The refusal to hand cell phone over to an authority (Code 01, LEVEL 2) will result in a suspension pending a hearing with a recommendation for long-term suspension. Unauthorized videos or pictures (Code 120, Level 3)	▪ Follow Level 1 Administrative Actions ▪ Confiscate cell phone. ▪ Specific Cell Phone Consequences: 1st Offense Detention 2 Hours 2nd Offense Detention 4 Hours 3rd Offense ISS 1 day 4th Offense ISS 2 days (Code 10, Level 2) 5th Offense ISS 3 days & hearing with recommendation for long-term suspension or change of placement (Code 10, Level 2)

LEVEL 2 INFRACTIONS—DISRUPTS THE LEARNING ENVIRONMENT OR COMPROMISES SAFETY

CODE	INFRACTION	DEFINITION OF INFRACTION	CONSEQUENCES
01	Willful disobedience	Deliberately breaking a rule or disobeying an authority. *Refusing to cooperate with a search or confiscation results in a suspension pending a hearing and law enforcement intervention.*	Level 2 Administrative Actions: ▪ Admin Conference with Student ▪ Parent Contact ▪ Assign Level 2 Consequence **1st** Offense: Detention 2-4 Hours **2nd** Offense: Detention 4 Hours (6-12) ISS 1 Day (PK-5) **3rd** Offense: ISS 1-2 Days **4th** Offense: ISS 2-3 Days **5th** Offense: ISS Pending a Hearing with recommendation for long-term suspension and/or change of placement. *If the infraction includes damages to the property of others or damage to SMP property, restitution is required.
02	Treats authority with disrespect	Talking back, mocking, gesturing, or any other act which demonstrates a disregard or interference with an authority.	
04	Uses profane or obscene language	Vulgar words, messages, swearing, other inappropriate language, inappropriate gestures, and/or derogatory slurs toward another student. (LEVEL 3, Code 98 if directed at adult.)	
06	Conduct/habits injurious to others	Intentional or unintentional, but also not malicious acts such as play fighting, horseplay, pushing, shoving, or slapping that may cause injury, damage, or pain. Throwing small items such as but not limited to markers, erasers, rubber bands, etc. (LEVEL 3, Code 15 for throwing more "dangerous" items).	
10	Habitually violates rules.	Repeated LEVEL 1 or LEVEL 2 infractions or the 4th ISS for any combination of Level 1 and 2 infractions.	
12	Writes/draws obscene/profane language/pictures	Writes or draws pictures, words, or images considered indecent or offensive, such as but not limited to graffiti, letters, notes, posters, etc.	
15	Throws missiles liable to injure others (K-5)	Throws (toward a person) any object that is either heavy, sharp, or otherwise perceived to be harmful or thrown with such force that it could be harmful, cause a fight or a campus disturbance.	
17	Violates traffic and safety regulations	Violating traffic, transportation, or street crossing rules, or other safety regulations. *Student drivers may lose driving privileges for this repeated infraction.	
18	Leaves classroom without permission	Exiting a classroom or instructional area without explicit permission from a school authority.	
26	Skipping class or school	Failure to report to class or assigned area 15 minutes after the bell or leaving class with permission but failing to return in a timely manner.	
28	Gambling	Wagering money or property.	
30	Disturbance in classroom or campus	Causing a major disruption of instruction or any school activity that includes, but is not limited to, sustained loud talking, yelling/screaming, noise with materials, out-of-seat behavior, or throwing objects perceived as harmful. *Severity will determine Level 2 or 3.*	
33	Failure to serve consequences	Failure to serve detention, ISS, or carry out any other consequences or interventions.	
36	Treats Student with Disrespect	Treating another student with contempt or rudeness. *If this becomes a repeated behavior, a bullying investigation is warranted.	

CODE	INFRACTION	DEFINITION OF INFRACTION	CONSEQUENCES
41	Dishonesty/Forgery	Forging a signature. Deception. Changing a grade.	Level 2 Administrative Actions: ▪ Admin Conference with Student ▪ Parent Contact ▪ Assign Level 2 Consequence **1st** Offense: Detention 2-4 Hours **2nd** Offense: Detention 4 Hours (6-12) ISS 1 Day (PK-5) **3rd** Offense: ISS 1-2 Days **4th** Offense: ISS 2-3 Days **5th** Offense: ISS Pending a Hearing with recommendation for long-term suspension and/or change of placement. *If the infraction includes damages to the property of others or damage to SMP property, restitution is required.
59	False alarm (K-5)	Initiating a warning of fire or other catastrophe without valid cause, the misuse of 911, or discharging a fire extinguisher.	
66	Possession of Over the Counter or Prescription Drugs	Possession or use of prescription or OTC medications in a manner that is unauthorized and/or unprescribed.	
78	Possesses pocketknife (no intent) *Threat Assessment	Possession of pocketknife with blade less than 2.5" on school campus, bus, or school-related event. Knife is not used in a threatening manner (no intent). (With intent Code 110, LEVEL 4)	
79	Public Indecency (K-5)	Exposure of body parts such as genitals, buttocks, breasts in view of public.	
81	Trespassing	Unauthorized entering, utilizing, or remaining on any SMP property or the presence of a student on any SMP property while on restrictive access, suspension, or expulsion.	
90	Instigates of Fight	A hostile confrontation, not resulting in physical contact, or an attempt at physical contact with other individuals. Also includes all spectator students that incite, instigate, or encourage fighting before, during, or after the incident (Participating Code 91, Level 3).	
100	False Reports	Providing false information to an SMP employee during an incident or investigation or making a false report of an incident to an SMP employee.	
104	Academic dishonesty	Cheating in relation to a formal academic exercise—plagiarism, fabrication, or deception. *Students will not receive a zero on the assignment or test. They will be reassessed, and or complete a similar assignment to determine mastery of the content.	
112	Public Display of Affection	Participating in kissing, touching, or other acts of inappropriate public affection.	
11	Cuts, defaces school-vandalism	Damage, destruction, or defacement of property belonging to school or others.	• LEVEL 2 administrative actions • LEVEL 2 consequences • Restitution is required.
20	Takes someone's property	Taking or obtaining the property of another without permission or knowledge of the owner.	
51	Unauthorized Use of Technology	Use of a district device to modify any student data; to introduce viruses, malware, or other illegal software; to use the SMP network to monitor or hack any system; or to damage, virtual or physical, a district device, networked resource, or any stored data (Policy IFBGA).	
08	Possession and/or use of tobacco products or lighter. (PK-5) For Vapes (nicotine) Code 119 (PK-5)	Possession, use, purchase, intent to distribute, concealment, distribution, or sale of tobacco products, lighters, matches, electronic smoking device, and any other nicotine delivery system, including vapes and herbal delivery systems, or any paraphernalia linked to the above on school grounds, at school-sponsored events, or on school transportation at any time (Policy JCDAA).	**1st** Offense: ISS 1-3 Days + Mandatory Health Session **2nd**Offense: ISS Pending a Hearing with Recommendation for Long-term Suspension and/or Change of Placement

LEVEL 3 INFRACTIONS – SERIOUS INFRACTIONS. LAW ENFORCEMENT INTERVENTION MAY BE NEEDED.

CODE	INFRACTION	DEFINITION OF INFRACTION	CONSEQUENCES
03	Makes unfounded charge against authority	Accusing an SMP employee of an act that is unlawful and/or a Offense of school rules or policy, not supported by evidence or statement or representations about individuals or identifiable groups of individuals that harm the reputation of the individuals or group by demeaning them or deterring others from associating with them.	Level 3 Administrative Actions: ▪ Admin Conference with Student ▪ Parent Contact ▪ Contact Law Enforcement as necessary. ▪ Assign Level 3 Consequence **1st** Offense: ISS 1-3 Days **2nd**Offense: ISS 1-3 Days **3rd** Offense: ISS Pending a Hearing with Recommendation for Long-term Suspension and/or Change of Placement (6-12) ISS 1-3 Days (PK-5) **4th** Offense: OSS Pending a Hearing with Recommendation for Long-term Suspension and/or Change of Placement ADDITIONAL ACTION WHERE WARRANTED: ▪ Restitution may be required from the student if his/her actions necessitate extra law-enforcement and/or emergency first responder services ▪ If the infraction includes damages to the property of others or damage to SMP property. Restitution is required. ▪ A Threat Assessment will be conducted for indicated infractions. Results may warrant an additional mental health evaluation required before re-entry. ▪ Law Enforcement must be contacted for threats of violence.
05	Commits Immoral or Vicious Practices	Isolated, unwelcome comments that are hurtful, degrading, humiliating, or offensive to another person, with a sexual, physical, or racial component. Isolated, unwelcome acts that are dangerous, aggressive, or would be perceived as disturbing and nonconforming to approved standards of social behavior. This infraction, if repeated, warrants a bullying/harassment investigation.	
15	Throws missiles liable to injure others	Throws (toward a person) any object that is either heavy, sharp, or otherwise perceived to be harmful or thrown with such force that it could be harmful, cause a fight or a campus disturbance.	
21	Commits any other serious offense	Serious offenses that are not covered by any other LEVEL 3 Code that may or may not require law enforcement intervention.	
30	Disturbance in classroom or campus	Causing a major disruption of instruction or any school activity that includes, but is not limited to, sustained loud talking, yelling/screaming, noise with materials, out-of-seat behavior, or throwing objects perceived as harmful. *Severity will determine Level 2 or 3.*	
51	Unauthorized Use of Technology	Utilizing a district device or network resource to engage in illegal activities; to create, access, or distribute material containing profanity, lewd, pornographic, or inappropriate content; or damaging or interrupting, virtual or physical, any district information system (Policy IFBGA).	
59	False alarm	Initiating a warning of fire or other catastrophe without valid cause, the misuse of 911, or discharging a fire extinguisher.	
67	Body Armor	Possession or wearing any type of gear that protects the person from attack of another.	
79	Public Indecency	Exposure of body parts such as genitals, buttocks, breasts in view of public.	
80	Possession of obscene material	Possession of sexual images in any form—not limited to electronic, flash drive, phone, video, print, photos, or drawings.	
89	Threatening another student *Threat Assessment	Verbal, non-verbal, written, or printed statement of intention to inflict pain, injury, or any other hostile action on another student in retribution for something done or not done.	
98	Uses profane and/or obscene language against staff	Vulgar words, messages, swearing, other inappropriate language, inappropriate gestures, and/or derogatory slurs toward an adult. (LEVEL 2, Code 4 if directed toward another student.)	
109	Leaving Campus without permission	Exiting school campus without explicit permission from a school authority.	
120	Improper use of any electronic telecommunication device in a manner which causes a substantial disruption.	Taking unauthorized pictures or videos of students or SMP employees on campus, school buses, under school supervision or at school related events, including sharing or posting on social media, or any other use that causes a school disruption. (SMP new unauthorized videos & pictures policy)	
123	Violates Stay Away Agreement	Acts of retaliation, physical or non-physical, or any form of communication toward the victim, or the victim's friends or family at school or at any school-sponsored event, including through a third-party who may or may not know about the agreement.	

CODE	INFRACTION	DEFINITION OF INFRACTION	CONSEQUENCES
45	Bullying, (Harassment, or Hazing)	Unwanted, repeated written, verbal, or physical behavior, including any threatening, insulting, and/or dehumanizing gesture to an adult or student, including any act that may occur away from school but causes a school disruption. Apply Code 45 upon CONFIRMATION of bullying, harassment, or hazing. If unconfirmed, use another code as warranted.	▪ LEVEL 3 Administrative Actions ▪ LEVEL 3 Consequences ▪ To use these codes, a bullying/harassment investigation **must** be conducted. ▪ Implement Stay Away Agreement
77	Cyberbullying	Transmission of electronic communication (textual, visual, written, oral, etc.) with intent to coerce, abuse, or intimidate including occurrences off-campus that cause a school disruption. Apply Code 77 upon CONFIRMATION of cyberbullying. If unconfirmed, use another code as warranted.	
08	Possession and/or use of tobacco products or lighter. For Vapes (nicotine) use code 119.	Possession, use, purchase, intent to distribute, concealment, distribution, or sale of tobacco products, lighters, matches, electronic smoking device, and any other nicotine delivery system, including vapes and herbal delivery systems, or any paraphernalia linked to the above on school grounds, at school-sponsored events, or on school transportation at any time (Policy JCDAA).	**1st** Offense: ISS 1-3 Days + Mandatory Health Session **2nd**Offense: ISS Pending a Hearing with Recommendation for Long-term Suspension and/or Change of Placement
09	Uses or Possesses alcohol	Possession, use, purchase, intent to distribute, concealment, distribution, sale, or being under the influence of alcohol products at school or school-related events. A student under the influence of alcoholic beverages or drugs, shall be deemed in possession of the respective contraband, and hence subject to the appropriate school/legal penalties.	
91	Participates in Fight while under school supervision Code 63, Level 3, **IF** 3 or more students are involved. *Severity will determine Level 3 or 4.* Code 107, Level 4 **IF** an SMP employee is injured Code 70 or 75, Level 4 **IF** a student sustains serious bodily injury	A hostile confrontation, resulting in physical contact for example, but not limited to blows with fists, shoving, slapping, kicking, biting, pulling hair, or an attempt at physical contact involving two or more individuals. Self-defense is defined as the right of an individual to respond to force with reasonable force, only as long as it is necessary to protect himself. Once the danger has passed, resorting to violence is not sanctioned. The school only recognizes self-protection, not retaliation. The administrator shall determine the applicability of self-defense in each incident according to this definition. Only when a student's actions are determined to be consistent with this definition of self-defense shall the student not be disciplined. IF any instrument is utilized as a weapon, determine appropriate code & level depending on weapon-type. **IF STUDENTS CONTINUE TO FIGHT AROUND, OVER, AND THROUGH SCHOOL EMPLOYEES, ETC. MOVE TO LEVEL 4 CONSEQUNCES (OSS PENDING HEARING).**	▪ LEVEL 3 Administrative Actions ▪ Call Law Enforcement for students 10 yrs+ ▪ Assign Conflict Resolution video ▪ Assign Consequences for fighting: **3 days ISS**. First fight in an academic year & no significant injuries. **ISS pending a hearing.** Fight on a bus or second during an academic year or premeditated-scheduled-planned or 3 or more students engage in the fight.
133	Uses/Possesses Marijuana, THC, or Chemical Derivative	Possession, use, or under the influence of marijuana, Tetrahydrocannabinol (THC), or any chemical derivative. A student under the influence of alcoholic beverages or drugs, shall be deemed in possession of the respective contraband and subject to the appropriate school/legal penalties.	1st Offense: Level 3 Admin Actions. 2nd Offense: Level 4 Admin Actions Students shall not be subject to expulsion unless it is the second offense.

LEVEL 4 INFRACTIONS—MOST SERIOUS INFRACTIONS & CRIMES OF VIOLENCE. LAW ENFORCEMENT INTERVENTION IS MANDATORY.

CODE	INFRACTION	DEFINITION OF INFRACTION	CONSEQUENCES
07	Uses/Possesses controlled dangerous substances	Possession, use, cultivation, manufacturing, marketing, distribution, intent to distribute, concealment, sale, purchase, or under the influence of any drug, narcotic, synthetic drug, legally defined as controlled and/or dangerous substance governed by Uniform Controlled Substances Law or any paraphernalia linked to the above on any SMP property or school-related activity. NOTE: A student under the influence of alcoholic beverages or drugs, shall be deemed in possession of the respective contraband, and hence subject to the appropriate school/legal penalties.	Level 4 Administrative Actions: ▪ Admin Conference with Student ▪ Parent Contact ▪ Contact Law Enforcement ▪ Out-Of-School Suspension Pending a Hearing with Recommendation for Long-Term Suspension, Expulsion, and/or Change of Placement. ADDITIONAL ACTION WHERE WARRANTED: ▪ For Assault or Battery on an SMP employee, the student must be removed from campus immediately. ▪ Restitution may be required if actions necessitate extra law-enforcement and/or emergency first responder services. ▪ Restitution required for damage to property of others or SMP property. ▪ A Threat Assessment will be conducted for indicated infractions. Results may warrant an additional mental health evaluation required before re-entry. ▪ Rehabilitation program is required for Offense involving illegal drugs and/or dangerous controlled substances.
13	Possessing weapons (federally prohibited as defined by Section 921 of Title 18 of U.S. Code) *Threat Assessment	Possesses weapon—loaded or unloaded—from which a bullet is discharged by gunpowder or from which a shot or projectile is discharged by an explosive. Examples are, but not limited to, any pistol, revolver, rifle, shotgun, machine gun, submachine, gun, black powder weapon, or assault rifle that is designed to fire or is capable of firing fixed cartridge, or any ammunition.	
14	Possesses weapons (not federally prohibited) *Threat Assessment	To possesses any object deemed dangerous that does not belong at school, animate or inanimate, gas, liquid, or other substance or instrumentality that can inflict serious bodily injury when use of such is intended to harm or intimidate or when there is no other reasonable purpose to possess the object except as a weapon. Examples are, but not limited to, mace/pepper spray, BB/pellet/airsoft guns, tasers, sharp objects, toys that appear to be firearms or other look-alike weapons displayed with malice, knives blade length 2.5+ inches used or not used to inflict bodily injury or damage to property, or any instrument that could place a person in reasonable fear or apprehension of serious harm.	
38	Sexual Harassment	Intimidation, bullying, or coercion of a sexual nature. Apply Code 38 upon CONFIRMATION of sexual harassment. If unconfirmed, use another code as warranted.	
56	RAPE/sexual assault/battery	Crime of Violence. The forced attempt or actual anal, oral, or vaginal penetration by sexual organ or object, as defined in Title 14 of Louisiana Revised Statutes.	
57	Arson	Crime of Violence. Purposefully starting a fire or burning another's property.	
61	Burglary	Crime of Violence. Unauthorized entering of a structure, vehicle, property, or movable with the intent of committing felony or theft.	
69	Murder	Crime of Violence. Unlawful killing of another human being.	
70	Assault and Battery *Threat Assessment	Aggressive action, directed at other student(s), may involve unwanted physical contact, while on school grounds or at a school-related activity, and/or a written verbal threat to cause physical harm to a student with or without the use of a weapon.	
71	Kidnapping	Crime of Violence. Intentionally and forcibly seizing and carrying of any person from one place to another without his consent.	
72	Criminal Damage to Property	Crime of Violence. Intentional damage by any means other than fire or explosion to any property that requires a report to law enforcement. (R.S. 14:5 may occur with other Offenses.)	

CODE	INFRACTION	DEFINITION OF INFRACTION	CONSEQUENCES
74	Discharge or Use of Weapon	Discharge are use of weapon as described under "Weapon Type Code" in SIS User Guide.	Level 4 Administrative Actions: ▪ Admin Conference with Student ▪ Parent Contact ▪ Contact Law Enforcement ▪ Out-Of-School Suspension Pending a Hearing with Recommendation for Long-Term Suspension, Expulsion, and/or Change of Placement. ADDITIONAL ACTION WHERE WARRANTED: ▪ For Assault or Battery on an SMP employee, the student must be removed from campus immediately. ▪ Restitution may be required if actions necessitate extra law-enforcement and/or emergency first responder services. ▪ Restitution required for damage to property of others or SMP property. ▪ A Threat Assessment will be conducted for indicated infractions. Results may warrant an additional mental health evaluation required before re-entry. ▪ Rehabilitation program is required for Offense involving illegal drugs and/or dangerous controlled substances.
75	Serious bodily injury	Crime of Violence. Causing an injury to another that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of bodily member, organ, or faculty.	
94	Gang participation.	Participation in school or community related gangs or who display gang-related symbols or paraphernalia (Policy JCDAG).	
106	Assault of an SMP School employee *Threat Assessment	Crime of Violence. Intentionally engaging in conduct without physical contact that places an SMP Employee in reasonable apprehension of bodily harm via a threat to cause physical harm to the SMP Employee with/without the use of weapon that includes all the following elements: Intent—The threat is written, posted, heard, or seen by anyone. Fear—There is reasonable apprehension that the threat could be carried out . Capability—The ability of the offender to carry out the threat, directly, or with a weapon or other instrument that can be easily obtained.	
107	Battery of an SMP Employee	Crime of Violence. The unlawful use of any physical force on an SMP employee, including hitting, beating, or offensive of touching, etc. without employee consent that could result in serious harm or bodily injury, including a situation where the employee is intervening in a fight or other disruptive activity.	
110	Possesses Pocketknife (intent) *Threat Assessment	Possesses a pocketknife with blade less than 2.5" with intent to use the knife in a threatening manner, to inflict harm, or to damage property on any SMP property or at a school-related activity (no intent Code 78).	
111	Bomb Threat *Threat Assessment	Initiating, repeating, or spreading false information that a bomb is on any SMP property or that anyone will "blow up" anything on any SMP property at any time communicated via any means—verbal, written, electronic, social media, etc.	
114	Threats of terrorism or violence *Threat Assessment	Any communication (oral, visual, gestured, or written, etc.) that may include any intent kill, maim, or cause great bodily harm to a student, employee, or guest on school property or at any school function that would reasonably cause others to be in sustained fear their safety. This includes any threat that may cause the evacuation, lockdown, or cautionary status of an SMP facility or causes any other serious disruption to the operation of an SMP facility.	
116	Behavior of a Sexual Nature	Engaging in behavior of an obscene or sexual nature, including but not limited to consensual sexual activity with another person or alone. Exposing oneself.	

BUS DISCIPLINE MATRIX

THE SCHOOL BUS IS AN EXTENSION OF THE SCHOOL.
THE STUDENT CODE OF CONDUCT, INCLUDING THE DISCIPLINE MATRIX, APPLIES TO STUDENT BEHAVIOR DURING ALL BUS ROUTES.
THE BUS DRIVER IS THE AUTHORITY ON ALL BUS ROUTES JUST AS THE TEACHER IS THE AUTHORITY IN THE CLASSROOM.

BUS INFRACTIONS AND POSSIBLE INTERVENTIONS BY THE BUS DRIVER

- The Bus Driver may reteach bus expectations, change the seating arrangement, move a student to the front seat behind the operator, and/or ask for administrator assistance at any time.
- Students are expected to immediately correct their behavior after a warning and redirection by the Bus Driver.
- A Bus Infraction is defined as the failure to follow the above Bus Expectations and/or any violation of the Student Code of Conduct while on the school bus.
- Bus Infractions will result in a Major Referral being submitted to school administrators.

EXPECTATIONS OF BEHAVIOR

▪ **OBEY THE STUDENT CODE OF CONDUCT.** For any other violation that is not in this list. Use the Code/Level associated with the infraction. ▪ Respect the bus driver. ▪ Follow bus driver's directions the first time. ▪ Stand safely away from the road and traffic. ▪ Approach the bus only once it is completely stopped. ▪ Board the bus in an orderly manner.	▪ Sit in assigned seat. ▪ Remain seated until the bus is completely stopped, and the driver gives permission to exit. ▪ Keep the aisle clear. ▪ Use inside voices and speak only to seat neighbor. ▪ Use school-appropriate language. ▪ Keep all body parts inside the bus. ▪ Respect the property of others. ▪ Ride only the assigned bus & use only the assigned bus stop.	▪ Keep snacks and drinks (including water) in your bookbag. ▪ Do NOT throw any object out of the bus window. ▪ Do NOT damage any part of the school bus. ▪ Do NOT behave in a manner that compromises school bus safety. ▪ Do NOT touch any safety latch, door lever, or camera, etc. ▪ Do NOT engage in verbal altercations. ▪ DO NOT FIGHT.

CONSEQUENCES FOR BUS INFRACTIONS SHALL BE PROGRESSIVE & SEQUENTIAL.
SCHOOL ADMINISTRATORS WILL CONFERENCE WITH THE STUDENT, CONTACT PARENTS, & ASSIGN CONSEQUENCES. CODES/LEVELS ARE ON THE NEXT PAGE.

Level 1 **1ST Level 1 Detention 1-2 Hours & Warning about Bus Suspension** **2nd Level 1 Bus Suspension 1 day** **3rd Level 1 Bus Suspension 1-2 days**	**Level 3** **1st Level 3 ISS 1-3 Days & Warning about Bus Suspension** **2nd Level 3 Bus Suspension 5-10 days** **3rd Level 3 Bus Suspension 5-10 days**
Level 2 **1st Level 2 ISS 1 Day & Warning about Bus Suspension** **2nd Level 2 Bus Suspension 3-5 days** **3rd Level 2 Bus Suspension 3-5 days**	**Level 4** **Out-Of-School Suspension Pending a Hearing with Recommendation for Long-term Suspension, Expulsion, Change of Placement, and/or Removal from the School Bus.**

NOTE: FIGHTING ON ANY SCHOOL BUS IS A SAFETY ISSUE; THEREFORE, FIGHTING ON ANY BUS AT ANY TIME WILL RESULT IN A SUSPENSION PENDING A HEARING, LAW ENFORCEMENT INTERVENTION, AND REMOVAL FROM THE BUS.

CODE	INFRACTION	DEFINITION OF INFRACTION	CONSEQUENCES
04	Uses profane language	Students are expected to use school-appropriate language on the school bus. Profanity and obscenity will not be tolerated.	Level 1 (PK-5) Level 2 (6-12)
20	Takes the property of others	Students are expected to respect the property of others. They must refrain from taking, using, or damaging the property of others.	Level 2
02	Treats authority with disrespect	Students are expected to respect the Bus Driver and listen to his/her directives. Talking back, mocking, gesturing, or any other act which demonstrates a disregard or interference with the bus driver's authority is unacceptable.	Level 2
17	Violates School Bus or Traffic Safety Regulations	Bus or traffic safety violations may include but are not limited to the following: ▪ Failure to follow safety protocols for boarding and disembarking the bus. ▪ Failure to stand safely away from the road and traffic. ▪ Failure to allow the bus to completely stop before approaching. ▪ Failure to remain seated. ▪ Failure to keep the aisle clear of objects and/or body parts. ▪ Failure to keep all objects and/or body parts inside the bus (not on outside of windows). ▪ Exiting the bus without permission.	Level 1 (PK-5) Level 2 (6-12)
93	Bus Disturbance	Any behavior that seriously compromises the safety and orderliness of the bus route or distracts the bus driver from safe operation of the bus. These behaviors may include but are not limited to: ▪ Screaming ▪ Engaging in verbal altercations ▪ Horse playing ▪ Throwing objects ▪ Climbing over seats	Level 2 (PK-3) Level 3 (6-12)
01	Willful Disobedience	Eating or drinking on the bus. Al snack and drinks including water must remain inside backpacks.	Level 1
		Disobeying the authority of the bus driver by failing to comply with a redirection or correction of student behavior the first time is given by the bus driver.	Level 2
		Failure to ride assigned bus and/or failure to use the assigned bus stop.	Level 1 (PK-5) Level 2 (6-12)
		Failure to cooperate with an investigation, search, or confiscation by the bus driver.	Level 3
11	Cuts, defaces school-vandalism	Damaging or vandalizing any part of the school bus.	Level 2 Restitution is required.
21	Any other serious offense	Tampering with any safety latch, door lever, security camera, etc. is strictly prohibited.	Level 3 or 4 depends on severity
91	Fighting	Fighting on the school bus, at the bus stop, or on the walk from the bus to the home results in serious consequences. A fight is a hostile confrontation resulting in physical contact. FIGHTING ON THE BUS WILL RESULT IN A SUSPENSION PENDING A HEARING, LAW ENFORCEMENT INTERVENTION, AND REMOVAL FROM THE BUS.	Level 3
NOTE: FOR ANY OTHER VIOLATIONS OF THE STUDENT CODE OF CONDUCT, CONSEQUENCES WILL ALIGN WITH THE ESTABLISHED CODE/LEVEL IN THE DISCIPLINE MATRIX.			

ADMINISTRATIVE ACTIONS AND STUDENT CONSEQUENCES

CONSEQUENCE	BRIEF DESCRIPTION AND PROCEDURES	PARENT RIGHTS, ROLES, AND RESPONSIBILITIES
Parent Contact and Conferences	Parents/legal guardians shall be notified in writing, through email, and/or by telephone each time any disciplinary actions occur.	Conferences are scheduled, guarding instructional time. A parent must be available to pick up the student from school when necessary.
School-Specific Interventions	Interventions are used to redirect and correct certain behavioral infractions. These may vary from school to school and are part of each school's school-wide discipline plan.	Support the school's decision.
Loss of Privileges	Denial of privileges such as attending games, school dances, etc.	Speak with student regarding behavior that led to the loss of privileges
Confiscation	Failure to comply with the confiscation of unauthorized items results in a suspension with the recommendation for a long-term. Possession is deemed as ownership.	Wait until contacted to report to retrieve cell phones or any other confiscated items.
School Building Level Committee	Social workers, school counselors, teachers, nurses, and other essential personnel initiate a problem-solving process. The parent/legal guardian will be invited to participate.	Attend and participate in the SBLC meeting.
Behavior Intervention Plan	Parents, students, and school staff work together to develop and implement this student-specific plan (BIP) aimed at improving problem behavior.	Participate in developing and implementing the BIP.
Detention—Before, During, or After School	Morning, lunch, afternoon, or Saturday detention is held at the school site outside of normal school hours. The school administrator will establish assignment times.	Sign and return the LDOE Behavior Report and provide timely transportation to and from detention. Failure to participate in assigned detention will result in additional more consequences for the student.
Saturday Health Sessions	Saturday Health Sessions will be assigned for various infractions. This intervention may be via video or in-person and require parent attendance.	Attend Saturday Health Sessions with the student.
Restitution or Repair	Restitution may be required from students if their threats or misconduct necessitate extra law enforcement and/or first responder services. Students suspended for damages to any property belonging to SMP, an SMP employee, or another student, shall not be readmitted until payment in full is made, an alternative restitution arrangement is executed, or a payment plan is arranged. If the damage is to any school bus, the student shall not ride any school bus until payment in full is made, an alternative restitution arrangement is made, or a payment plan is arranged.	Pay restitution in full or work with the school to develop an alternative restitution arrangement or payment plan. Adhere to alternate arrangements or payment plan.
Threat Assessment	A multidisciplinary assessment is used to validate any threat made by a student (threat of violence or risk of self-harm). If reported to law enforcement, the student shall not be permitted to return to school until completion of a formal mental health evaluation.	Participate during the interview process and seek required mental health evaluation in a timely manner if required.
In-school Suspension	Removal from regular classroom for any portion of the school day or 1-5 days: The student remains under school supervision on school campus in the ISS room. Students shall be marked present and are allowed to complete missed classwork or tests for the same credit originally available if completed satisfactorily and timely. Failing to comply with the rules of ISS results in additional consequences. Students shall not attend school-related activities while suspended.	Sign and return LDOE Behavior Report. The decision of the principal is final. There is no appeal process for In-school suspensions.

CONSEQUENCE	BRIEF DESCRIPTION AND PROCEDURES	PARENT RIGHTS, ROLES, AND RESPONSIBILITIES
Long-term Suspension	Removal from campus and school-related activities for a period of 11-44 days. All students assigned to Alternative Program during a disciplinary hearing must report to enroll immediately after they have been assigned. Failure to report to the Alternative Program for enrollment within 24-hours will possibly result in a truancy referral to the D.A.'s office. Students attend and receive instruction at the St. Mary Parish Alternative Program for the duration of the long-term suspension. The LDOE Behavior Report will be official written notice, including the reasoning, of the student's suspension pending a hearing with the recommendation for long-term suspension. Hearings are scheduled by the Child Welfare and Attendance Department. The hearing officer will determine the duration of the student's long-term suspension. Prior to the student's readmission to the school setting, the principal and parent/legal guardians must meet for the required conference.	Sign and return the LDOE Behavior Report. Ensure that the student is not present on any school campus, school bus, or school event during the term of the suspension and completes all assignments. Attend required conferences. If a parent or legal guardian fails to attend the required conference within five (5) school days of the school contact, truancy laws shall be effective. The decision of the hearing officer shall be final; therefore, there is no appeal process.
Out-of-School Suspension	Removal from all campuses and all school-related activities for the duration of 1-10 Days: The student is marked absent-OSS yet may complete assignments for the same credit originally available if work is completed satisfactorily and timely. Students shall not leave school campus until the parent/legal guardian or other proper authorities assume responsibility for him/her. Prior to the student's readmission to the school setting, the principal and parent/legal guardians must meet for the required conference. SECOND SUSPENSION (JDD) After any second suspension of a student during the same school year, the principal and the employee designated by the principal to identify behavioral and mental health support services available shall consult on whether the student's behavior could be attributable to behavioral or emotional challenges. If it is determined that the behavior is attributable to behavioral or emotional challenges and rises to the level that supportive services could be beneficial, the principal or his/her designee and the employee designated for mental and behavioral health assistance shall schedule a conference with the student's parent or legal guardian to discuss the student's behavior and counseling as well as the referral of the student and family to support services or assessment and treatment. Third Suspension (JDD) Notwithstanding any public-school state or local policies, a 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 code or tardiness, shall be recommended for expulsion. Students in grades PK through fifth grade shall be expelled for the remainder of the school year upon the fourth suspension within the same school year for drugs or weapons Offenses.	Sign and return LDOE Behavior Report. The decision of the principal is final. There is no appeal process for In-school suspensions.

CONSEQUENCE	BRIEF DESCRIPTION AND PROCEDURES	PARENT RIGHTS, ROLES, AND RESPONSIBILITIES
Expulsion (not less than one semester)	Expelled students are assigned to the St. Mary Parish Alternative Program for the duration of the expulsion which shall not be less than one school semester. All students assigned to Alternative Program during a disciplinary hearing must report to enroll immediately after they have been assigned. Failure to report to the Alternative Program for enrollment within 24-hours will possibly result in a truancy referral to the D.A.'s office. The student is not allowed to attend any school-related activities. The LDOE Behavior Report will be official written notice of the recommended expulsion and will include the reasoning. Hearings are scheduled by the Child Welfare and Attendance Department. The parent/legal guardian will be given proper notice of the hearing. If the parent/legal guardian is not present for the hearing, the hearing will proceed, and the results of the hearing will be mailed to the parent/legal guardian within three school days. Prior to the student's readmission to the regular school setting, the principal and parent/legal guardians must meet for the required conference. The parent and student shall be subject to all sanctions pursuant to Children's Code Article 730 (8) and 731 (La. R.S. 17:416A).	Sign and return the LDOE Behavior Report. Attend hearing. Sign in agreement that the student will attend the alternative program regularly and follow rules. Disallow the student from being present on any school campus, school bus, or school event during the term of the expulsion. Ensure that the student completes assignments. Attend the required readmission conference. Truancy laws shall be effective if the parent/legal guardian fails to attend the required conference within five school days of the school contact. If so desired, a written appeal must be submitted within 5 school days after the hearing decision is rendered. Further appeal may be made to the School Board. An appeal to the decision of the School Board goes through the district court.
IDEA or 504	Discipline of students with disabilities or exceptionalities shall be to the extent allowed by applicable state or federal law and regulations and consistent with the provisions of the student's Individualized Education Program (IEP) or Section 504 Plan (Policy JDF).	
Recommended Change of Placement	A removal of a student with a disability from his or her current educational placement to the St. Mary Parish Alternative Program or other alternate program is considered a change of placement if the removal is for more than ten consecutive days. If the student has been subjected to a series of removals that constitutes a pattern. The services provided to the student in the new setting must provide him/her with free, appropriate public education.	
Manifestation Determination Review (MDR)	Students with disabilities or exceptionalities who have been found guilty of disciplinary infractions that would otherwise result in their removal from their regular classroom for more than 10 school days shall be provided with a Manifestation Determination Review (MDR) to determine if the student is subjected to a disciplinary change in placement for behavior that is a manifestation of his or her disability.	