

TERREBONNE PARISH
SCHOOL DISTRICT



AUBREY "BUBBA" ORGERON, JR.
SUPERINTENDENT

ENGAGE, EDUCATE AND EMPOWER EVERY STUDENT, EVERY DAY!

STUDENT CODE OF CONDUCT

**201 STADIUM DRIVE
HOUMA, LOUISIANA 70360
985-876-7400
www.tpsd.org**

**2024-2025
SCHOOL SESSION**

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Terrebonne Parish School Board

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Vice-President	Mr. Dane Voisin
Executive Assistant to the Board	Mrs. Ramona Brunet
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District 8	Dr. Maybelle N. Trahan
District 9	Mr. Dane Voisin

Management Staff 876-7400

Superintendent	Mr. Aubrey "Bubba" Orgeron
Chief Academic Officer	Ms. Sandra Larose
Chief Financial Officer	Ms. Rebecca Breaux
Chief Accountant/Finance Department	Ms. Michelle Klingman
Child Welfare & Attendance, Director	Mr. Mark Torbert
Child Welfare & Attendance, Supervisor	Mr. Cory Butler
Child Nutrition Program, Supervisor	Ms. Monica Walther
Data Processing Manager	Ms. Maria Vice
Elementary Ed. (K-8), Supervisor	Mr. Alton Johnson
Educational Technology Facilitator	Ms. Tricia Corbin
Federal Programs, Supervisor (879-6400)	Ms. Cheryl Degruise
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Assessment & Accountability, Administrator	Dr. Monica Breaux
Middle School Supervisor	Ms. Kim Vauclin

TERREBONNE PARISH SCHOOL DISTRICT

ELEMENTARY SCHOOLS

Grade	Name	Address	Phone
Pre-K-4	Acadian	1020 Saadi Street, Houma	303-4801
Pre-K-4	Bourg	4413 Saint Andrew St., Bourg	303-4804
Pre-K-6	Broadmoor	1010 Broadmoor Ave., Houma	303-4806
Pre-K-6	Coteau-Bayou Blue	2550 Coteau Rd, Houma	303-4808
Pre-K-6	Dularge	621 Dularge Road, Houma	303-4809
Pre-K-4	Grand Caillou	700 Hibernia Place, Houma(Temp)	303-4817
Pre-K-6	Legion Park	710 Williams Ave., Houma	303-4822
Pre-K-6	Lisa Park	6639 Lisa Park Ave., Houma	876-1055
Pre-K-4	Montegut	1137 Highway 55, Montegut	594-3657
Pre-K-6	Mulberry	450 Cougar Dr., Houma	303-4827
Pre-K-6	Oakshire	5459 Vicari St., Houma	303-4829
Pre-K-3	Schriever	2052 West Main St., Schriever	303-4833
Pre-K-6	Southdown	1124 Saint Charles St., Houma	303-4835
Pre-K-4	Upper Little Caillou	222 Connely St., Houma(Temp)	303-4838
K-6	Village East	315 Lafayette Woods, Houma	303-4839

MIDDLE SCHOOLS

Grade	Name	Address	Phone
4-6	Caldwell	445 Highway 311, Schriever	303-4807
5-8	Grand Caillou	2161 Grand Caillou Rd, Houma	303-4844
5-8	Lacache	5266 Highway 56, Chauvin	303-4821
5-8	Montegut Middle	138 Dolphin Dr., Montegut	594-5886
5-8	Oaklawn	2215 Acadian St., Houma	872-3904

JUNIOR HIGH SCHOOLS

Grade	Name	Address	Phone
7-8	Evergreen	5000 West Main Str., Houma	303-4815
7-8	Houma Jr.	315 Saint Charles St., Houma	303-4820

HIGH SCHOOLS

Grade	Name	Address	Phone
9-12	H.L. Bourgeois	#1 Reservation Dr., Gray	872-3277
9-12	Ellender Memorial	3012 Patriot Dr., Houma	303-4813
9-12	South Terrebonne	3879 Highway 24, Bourg	303-4834
9-12	Terrebonne	7318 Main St., Houma	879-3377

ALTERNATIVE SCHOOLS

Grade	Name	Address	Phone
Adult Ed	Bayou Cane	6484 West Main St., Houma	303-4842
5-12	TAPPS	609 East Street, Houma	303-4812
	School for Exceptional Children	105 Moffet Rd., Houma	303-4832
9-12 th	Career & Tech High	3051 Patriot Dr., Houma	303-4840

PARENT AND STUDENT ACKNOWLEDGEMENT

TO: PARENTS/GUARDIANS

The Code of Student Conduct has been developed to help your child gain the greatest possible benefits from school experiences. It defines the rights and responsibilities of students attending Terrebonne Parish Schools. The consequences of student actions which disrupt the learning process are also clearly stated. Since parents/guardians can be held responsible for the actions of their children, you should become involved in the education of your children. Students, parents, and schools working together will help maintain a safe atmosphere where students can learn.

The school is in need of your help and cooperation. Please read and discuss this important booklet together with your child. **It is requested that you sign the "Memo concerning Student Code of Conduct" sheet that will be sent home with your child and return it to school.** This form will be kept on file at the school. Your signature means you are aware that the Student Code of Conduct is on our district and school websites. You can request a hard copy at any time.

TO: STUDENTS

The Code of Student Conduct tells you about your rights and responsibilities, and the rules you must follow as a student attending Terrebonne Parish Schools. It also states consequences for misbehavior. You are expected to show responsible behavior at all times.

Thank you Parents/Guardians and Students, in advance, for your attention to this most important document and for returning the signed receipt.

"Student Achievement is Our Priority"

Sincerely,

**Mr. Aubrey "Bubba" Orgeron
Superintendent
Terrebonne Parish Schools**

PREFACE

This document constitutes the rules and regulations governing student conduct. Accordingly, the Code of Student Conduct for the Terrebonne Parish School District is created to set for the rights, expectations, and responsibilities of its students, parents and personnel to assure that a safe environment exists so that students can learn and enjoy positive relationships with others.

This Code applies to every student who is under the authority of the Terrebonne Parish School District and shall be in effect on school property, at school-sponsored events, at school bus stops, and on school buses. Nevertheless, all students are expected to follow the Student Code of Conduct on their way to and from school. The Principal or designee may take administrative action if a student's misconduct in route to or from school has a harmful effect on the health, safety, or welfare of other students and/or the school.

TERREBONNE PARISH SCHOOL DISTRICT DOES NOT ENCOURAGE OR SUPPORT SENIOR SKIP-OUT DAY AND ANY MISSING OF INSTRUCTIONAL TIME!

- Students can be disciplined for off-campus misconduct if their actions have a negative, direct impact on their school, programs, other students or staff.
- Students who are **suspended** or **expelled** from school should not attend school-related activities, such as athletic events, dances, and field trips.

INTRODUCTION

In order for instruction to occur in a safe environment, there must be a cooperative relationship among students, parents/guardians, and the school system. To assure success, students, parents/guardians, and the school system all have responsibilities.

STUDENTS are expected to:

- Be in school every day, if well, and to learn.
- Respect individuals and property.
- Use appropriate, responsible behavior at all times.
- Help maintain a safe, alcohol-free, drug-free, weapon-free environment.

PARENTS/GUARDIANS are expected to:

- Show interest in their child's progress and work with school personnel to solve any behavior and/or academic problems.
- Get to know their child's school, its staff, curriculum, programs, and activities by attending parent-teacher conferences and school/parent functions, such as School Advisory Council meetings and PTA meetings.
- Make sure their child goes to school appropriately dressed and on time every day, unless their child is ill or has a contagious disease.
- Maintain up-to-date information at the school, including home, work, and emergency telephone numbers, addresses and health information.

SCHOOL SYSTEM is expected to:

- Provide and maintain a safe atmosphere, which will encourage positive behavior and learning.
- Provide courses of study, programs and activities to meet the needs of all students.
- Show respect for all individuals by treating them fairly and impartially.
- Encourage open communication among students, parents/guardians, community agencies and school personnel.
- Discipline any student under its supervision, subject to limitations of the law and district policies.

SECTION ONE

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS

The Terrebonne Parish School District is dedicated to providing support that enables all schools to attain high levels of academic achievement and social competency.

Guiding Principles:

- L** Live with integrity and mutual respect
- E** Expect high achievement
- A** Analyze data with fidelity
- D** Differentiate responsibility
- S** Systematically deliver social and academic instruction

In compliance with the Juvenile Justice Education Partnership Act of 2003 and the Board of Elementary and Secondary Education's Model Master Plan for Discipline, all schools shall establish a school-wide system of discipline which utilizes positive behavior supports. Schools shall establish, post, and provide direct instruction of school-wide behavior expectations to each student at the beginning of each school year and reinforce expectations throughout the school year.

STUDENTS RIGHTS AND RESPONSIBILITIES

This section summarizes the basic principles of student rights. With each right comes a responsibility, and that right must be viewed in relationship to the health, safety, and welfare of all students with each school. The principal, under the supervision of the Superintendent and within School Board regulations, shall assume administrative responsibility and instructional leadership of the school to which he or she is assigned. The faculty and staff shall assist in the orderly operation of the school and ensure the rights of students. The School Board School-Wide Behavior Expectations are:

- BE RESPECTFUL
- BE RESPONSIBLE
- BE SAFE
- BE THERE-BE READY-BE PREPARED
- FOLLOW DIRECTIONS
- HANDS AND FEET TO YOURSELF

Each teacher **shall teach expectations across each school's setting by providing direct instruction on expected** behaviors at the beginning of the school year and reinforce throughout the year for all students.

Student Rights:

- To be informed of School Board policies and individual school rules regarding absenteeism (excused and unexcused) and tardiness.
- To appeal a decision pertaining to an absence.
- To make up class work within an appropriate length of time when there is an excused absence.

Student Responsibilities:

- To attend class daily and be on time.
- To provide the school with an adequate explanation and appropriate documentation to explain an absence.
- To request make-up assignments from teachers upon returning to school and complete them within an appropriate length of time.

Student Rules:

- Students who exceed a certain number of absences may be unable to receive credit. Bulletin 741, Chapter 11, Subsection 1103, G – Compulsory Attendance: **“In order to be eligible to receive grades, high school students shall be in attendance a minimum of 83.5 days, or the equivalent, per semester or 167 days a school year for schools not operating on a semester basis. Elementary students shall be in attendance a minimum of 167 days a school year.”** This means a student cannot miss more than five (5) unexcused days per semester, or ten (10) unexcused days for a full year course. Elementary students cannot miss more than ten (10) unexcused days per year. Please check with your school for specific information.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Terrebonne Parish School Board in accordance with the Family Educational Rights and Privacy Act (FERPA) shall afford parents/guardians and students over eighteen (18) years of age (“eligible students”):

1. The right to inspect and review any school educational records dealing with their children within forty-five (45) days of the day the school receives a request for access.

EDUCATIONAL RECORDS are defined to be all official records, files, documents, and other materials directly related to children, including all material that is incorporated into each student’s cumulative record folder, and intended for school use or to be available to parties outside the school or school system.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to have any or all student Directory Information withheld. To request Directory Information be withheld, a parent/guardian or eligible student shall have thirty (30) days in which to notify the school as to which specific types of information about the student shall not be included as directory information.

DIRECTORY INFORMATION has been designed by the Terrebonne Parish School Board to include the student’s name, address, date of birth, grade level, official activities, height and weight for sports, schools presently enrolled, honors received, and student photograph.

Information classified as directory information may be disclosed to media sources, school web sites, non-profit organization, or private companies, etc.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

STUDENT INFORMATION ACT

State law requires that starting when your child enters eighth grade you make an election of consent for schools to collect and disclose your child's Personally Identifiable Information (PII). Consent shall continue unless withdrawn in writing by submitting it to the administration office of the child's school.

Please note: The failure to provide written consent for the collection and disclosure of the student's information as provided in this act may result in delays or may prevent successful application for admission to a postsecondary educational institution and for state and federal student financial aid.

ATHLETIC EVENTS – GUIDELINES FOR CONDUCT

(Middle/High School)

The purposes of an athletic event are for entertainment, social interaction, and the development of school pride. The following rules and conduct are for the benefit of the participants and spectators and their pleasure and comfort.

The following code of conduct will be expected from all persons in attendance at all Terrebonne Parish School District athletic events:

1. The qualities of good sportsmanship shall be exhibited by all spectators and participants at all athletic events.
2. All participants and spectators at all athletic events shall maintain the qualities of self-control at all times, especially during the playing of the National Anthem and the Alma Mater of the respective schools.
3. While in attendance at any athletic event, all spectators and participants will be expected to refrain from the following:
 - a. Using or possessing unlawful drugs or articles, which may be injurious to self or others.
 - b. Consuming, possessing, or being under the influence of any alcoholic beverage.
 - c. Using or displaying obscenities.
 - d. Damaging public or private property.
 - e. Entering restricted areas without proper authorization.
 - f. Loitering in entrances, exists, dressing rooms, press box, etc.
 - g. Fighting.
 - h. Throwing objects.
 - i. Any other act of harassing spectators, participants, and game officials.

ATTENDANCE

Louisiana Law R.S. 17:221 states that every parent, tutor, or other person residing within the State of Louisiana, having control or charge of any child from that child's seventh birthday until his eighteenth birthday, shall send such child to public or private day school, unless the child graduates from high school prior to his eighteenth birthday. Any child below the age of seven who legally enrolls in school shall also be subject to the provisions of this Subpart. Every parent, tutor, or other person responsible for sending a child to a public or private day school under provisions of this Subpart shall also assure the attendance of such child in regularly assigned classes during regular school hours established by the School Board.

All students shall be under the jurisdiction of the school during normal school hours, from the time the student arrives at school each day until he leaves the school campus. In case a student rides a bus, he shall be under the jurisdiction of the school from the time he boards the bus until the student exits the bus. Students shall be under the jurisdiction of the school while attending any school-sponsored activity either at school or away from school. This shall apply to all students including athletic teams, pep clubs, band and other student organizations. In disciplinary matters, the Board's authority may extend beyond the limits set forth in accordance with State law – TPSB Policy FILE: H-2.1.

Student Absences and Excuses: Students must be in school unless the absence has been excused for one of the reasons listed below. It is the responsibility of each student's parent/guardian to explain the student's absence to the school.

Your child must have a written excuse **EVERY TIME** he or she is absent. That will allow the student to make up work missed. However, the only days missed that are excused absences are those for which the student presents a valid doctor's excuse, has an excuse for a death in the family, or has an extenuating circumstance as listed in Bulletin 741:1.055.06. **If your child has a continuing physical illness that could cause high absenteeism, but that does not require a doctor's visit each time, such as allergies or asthma, please have your doctor provide a letter stating that condition for the school files. Then simply send a note with your child for absences related to that specific illness. This letter may be used up to five (5) days, but no more than ten (10) days. Each time you have used your amount of days, PLEASE SUPPLY THE SCHOOL WITH A NEW LETTER. All absences, except for those listed below, are included when counting the total allowed.**

Half-day attendance—A student is considered to be in attendance for one-half (1/2) day when he or she; (1) is physically present at a school site or is participating in an authorized school activity; and, (2) is under the supervision of authorized personnel for more than 25% but not more than half (26%-50%) of the student's instructional day.

Whole-day attendance—A student is considered to be in attendance for a whole day when he or she; (1) is physically present at a school site or is participating in an authorized school activity; and, (2) is under the supervision of authorized personnel for more than 50% (51%-100%) of the student's instructional day.

Perfect attendance—Perfect attendance requires a student to not be absent from school. If a student is absent for at least one-half (1/2) day, he/she shall not have perfect attendance for the school year.

**If a child misses:
(not including recess and lunch)
0-94 minutes – tardy
95-180 Minutes- half day+
181-360 – whole day**

Types of Absences:

The days absent for elementary and secondary school students shall include non-exempted excused absences, exempted excused absences, unexcused absences, and suspensions.

A.Exempted excused absences—are absences which are not considered for purposes of truancy and which are not considered when whether or not a student is eligible to make up work and tests, received credit for work completed, and receive credit for a course and/or school year completed.

Reasons for Exempted Absences Include:

- Sickness, injury, death in the family, or some other insurmountable condition (with proper documentation ex. chronic illness letter).
- Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
- Extended hospital stay in which **a student is absent** as verified by a physician or dentist.
- Extended recuperation from an accident in which **a student is absent** as verified by a physician, dentist, or nurse practitioner licensed in the state.

- Extended contagious disease within a family in which **a student is absent** as verified by a physician or dentist licensed in the state.
- Observance of special and recognized holidays of the student's own faith.
- Visitation with a parent who is a member of the United States Armed Forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) school days per school year.
- Absences as verified by the principal or his/her designee as stated below:
 - a. Prior school system approved travel for education;
 - b. Death in immediate family (not to exceed one week); or
- Natural catastrophe and/or disaster.
- Any minor employed to perform or render artistic services or creative services.

B. Non-exempted excused absences—are absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including a parental note) which are not considered for purposes of truancy, but which are considered when determining whether or not a student is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed. **A student has 10 of these days per year and must accompany a parent excuse.**

C. Unexcused absences—are any absences not meeting the requirements set forth in the excused absences and extenuating circumstances definitions including, but not limited to, absences due to any job (including agriculture and domestic services, even in the student's own home or for their own parents or tutors) unless it is a part of an approved instructional program.

D. Suspensions—are non-exempted absences for which a student is allowed to make up his/her work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence shall not be considered for purposes of truancy. Students absent from school as a result of any suspension shall be counted as absent.

A student under suspension or expulsion is not allowed on any school campus without permission of the principal nor can he/she attend or participate in any school-sponsored activity/function, including graduation, or extracurricular activity on or off the school campus.

Students have FIVE (5) days to present a written excuse. Students will have FIVE (5) days to make up missed work, but it is the responsibility of the student. That includes all tests, class work, and homework assignments. TPSB policy update, September 2010.

Students who are verified as meeting extenuating circumstances, and therefore eligible to receive grades shall not receive those grades if they are unable to complete make-up work or pass the course.

Illness

It is the individual student's responsibility to report personal illness or injury immediately to a teacher or administrative staff member. Action is to be taken promptly and in accordance with any special procedures established by the individual school.

School-Approved Activities

Students participating in school-approved field trips or other instructional activities that necessitate their being away from school and are under the supervision of authorized personnel shall be considered to be present and shall be given the opportunity to make up work.

Appeal review for legitimate absences should be resolved at the end of each grading period or

semester with the principal at each school site.

The Terrebonne Parish District Attorney's Office and the Terrebonne Parish School Board have joined together and formed the **Tuancy Reduction Intervention Program (TRIP)**. This program is enforceable under Louisiana Revised Statute 17:221 which states, in part, that the responsibility for a child's school attendance lies with the child's parent or legal guardian. **With this in mind, please understand that if your child misses more than five (5) unexcused absences within a school semester, then you, as the parent/guardian, will be charged with improper supervision of a juvenile.**

One of the most important responsibilities of a parent or guardian is the education of the children in their care. For that reason, The Terrebonne Parish District Attorney's Office and the Terrebonne Parish School Board are committed to helping the parents/guardians keep our children in school to receive the education necessary for the continued growth and success of all children in this parish.

Athletic and Co-Curricular Activities

School Attendance for these activities is governed by LHSAA and/or TPSD policy and procedure manuals. Abuse of the attendance policy by a student may be dealt with on an individual basis.

TRUANCY/TARDINESS

The Terrebonne Parish School Board recognizes truancy as absence from class or school for any portion of a period or day without permission from home or school. Students shall not be allowed to leave the campus without proper permission at any time during the school day, including before school begins, after school while waiting for their bus, or any disciplinary session which the student has been directed to attend. Students shall remain on the campus at all times unless granted permission to be off-campus, or be subject to disciplinary action. Violations of attendance laws and regulations may lead to suspension and/or expulsion from school, and also a referral to the District Attorney or Family Court.

The parent shall enforce the attendance of their student to school. The principal or his designee shall notify the parent, in writing, and hold a parent conference upon a student's third (3rd) unexcused/absence/tardy to school. Any student in grades Pre-K-12 shall be **habitually absent/tardy** to school after the fifth (5th) unexcused occurrence within any **school semester**. The parent of any student in grades Pre-K-12 who is considered habitually absent/tardy to school shall be in violation of the school attendance laws. [Ref: RS 17:233](#)

Students who exceed five (5) days unexcused absence or unexcused occurrence of being tardy to include early sign outs by parents within any school semester or as deemed eligible for referral by the Supervisor of Child Welfare and Attendance, and who do not provide a valid excuse according to the criteria for extenuated circumstances as listed above may be referred to Truancy Court.

The principal will enforce the tardy discipline policy and in addition may report students who are habitually absent/tardy to the Office of Child Welfare to refer the case to the District Attorney or Family Court.

A student shall be considered tardy to class if the student is not in the classroom when the bell to begin class ceases. A student shall be considered tardy to school if the student is not in his/her homeroom/first period class when the bell to begin homeroom/class ceases. The term "tardy" shall include leaving or checking out of school unexcused prior to dismissal time, but shall not include tardy to class during class changes.

ADMINISTRATION OF MEDICATION

It is the policy of the Terrebonne Parish School Board that the administration of medication to students at school shall meet certain conditions and limitations. The term medication includes all prescription and non-prescription drugs. Medication shall not be administered to any student without a complete [Medication Order](#) from a physician or dentist licensed to practice medicine in any state.

MEDICAID BILLING

Any parent whose child is receiving Medicaid and no longer wants Terrebonne Parish School System to bill Medicaid for nursing services, please contact your child's school.

RESPECT FOR PERSONS AND PROPERTY

Public and private safety is a constitutional right. Students, parents, and school staff need to work together to see that these rights are preserved in our schools. Students have an obligation to assume responsibility for their own actions in a climate, which fosters respect for persons and property.

Student Rights:

- To be treated with respect by other students, school personnel, and campus visitors.
- To expect that your property will be respected by other students and school personnel.
- To have a safe and orderly school.
- To protect yourself and your property against some injury attempted by another.

Student Responsibilities:

- To treat other students, school personnel, and campus visitors with respect.
- To respect the property of others by not damaging or taking it.
- To treat school property with respect and to act in a way that does not interfere with the rights of others and is not harmful to the health and/or safety of others.
- To first seek help from an adult, if at all possible, to avoid conflict. To protect yourself if no other option is available to avoid harm. Report the incident to a school employee as soon as possible if none were present.

Student Rules:

All students are expected to honor their responsibilities and behave in ways which respect the rights of all by:

- Following teachers' and other school employees' directions.
- Adhering to bus drivers' directions and school bus rules.
- Following each rule of the school and School Board.

KNOWLEDGE AND OBSERVATION OF RULES OF CONDUCT

Effective learning takes place in an atmosphere where students, parents/guardians, and school administrators know the rules for all students and the consequences for students who choose to violate the Code of Student Conduct.

Student Rights:

- To have a copy of clearly defined rules of student conduct explained to you.
- To expect the rules to be enforced without discrimination.

Student Responsibilities:

- To know and observe school rules and regulations which govern your conduct.
- To become familiar with the Code of Student Conduct, all school rules, all classroom rules, and all bus rules.

RIGHT TO LEARN AND PARTICIPATE

Students have the right to be involved in their education. Age, grade, maturity, and sophistication are factors which determine the level of involvement. Course selection and participation in school activities are an integral part of learning. Students' opinions regarding curriculum are important and deserve careful consideration.

Student Rights:

- To receive district curriculum descriptions that will help you make informed choices.
- To have equal opportunity with regard to academic programs and extracurricular activities without regard to race, color, religion, gender, national origin, age, marital status, or disability.
- To receive instruction under competent instructors in an atmosphere free from bias and prejudice.
- To participate in adequate basic skills programs in elementary, middle, junior, and senior high schools.

Student Responsibilities:

- To ask for assistance from school personnel in selecting courses.
- To request participation in academic programs and extracurricular activities that match with your abilities.
- To cooperate with the teacher and contribute to a free unprejudiced atmosphere.
- To cooperate fully and exert every effort to achieve mastery of the basic skills.

Homework Assistance Services

<http://www.homeworkla.org/>

FREE SPEECH, STUDENT PUBLICATIONS, AND ASSEMBLY

Citizens in our democracy are guaranteed self-expression under the first and fourteenth amendments of the United States Constitution. One of the basic purposes of education is to prepare students for responsible self-expression and the free exchange of ideas in group discussions; therefore, the school is a limited open forum with limitations set forth by the Principal.

Student Rights:

- To express your viewpoint responsibly, in writing or orally, within the limitations set by the school without jeopardizing your relations with your teacher or school.
- To print and distribute publications only under the supervision of the Principal/designee.
- To conduct meetings on school grounds or in school buildings in accordance with school rules and scheduled use of facilities.

Student Responsibilities:

- To recognize the rights of others by expressing yourself in a manner, which does not interfere with the orderly process of education, violate school rules, or infringe on the rights of others.
- To observe guidelines provided by school administrators and follow the rules of responsible journalism so as not to slander or libel other persons.
- To conduct yourself and your activities consistently with the education objectives of the school, refrain from disrupting the educational process, and not endanger the health, safety, or welfare of others.

NON-DISCRIMINATION

A number of Federal and State laws prohibit discrimination.

Student Rights:

- To attend school and learn, where all students and adults are treated equitably without regard

- to race, color, religion, national origin, age, gender, marital status, or disability.
- To attend school and learn in an environment free of sexual harassment or malicious harassment.

Student Responsibilities:

- To treat others equitably and fairly.
- To conduct yourself and your activities so as not to harass others and to report harassment or discriminatory situations to school administrators.

COMPUTER AND INTERNET

Usage

The Terrebonne Parish School Board believes it is necessary for all persons to become aware of acceptable use of computers. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. The School Board retains the right to monitor all computer usage and files for compliance to all regulations and/or procedures.

“All schools shall provide instruction for educating children regarding internet safety.”

The Internet is a vast global computer network that provides access to major universities around the world, governmental agencies, other school systems, and commercial providers of data banks. The School Board shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. The Board shall incorporate the use of computer-related technology or the use of Internet service provider technology designed to block access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited.

It shall be the policy of the Terrebonne Parish School Board that any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use of performance for other community members is prohibited and may result in loss of Internet privileges, suspension of the student, or other appropriate disciplinary action. The School Board does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by staff or students. Parents shall be made aware that Internet usage is only partially controllable by supervision.

Students may use the Internet only if under the direct supervision of a teacher or other professional designated by the teacher.

Regulations

The School Board provides access to the Internet to students, teachers, staff and administrators. The Internet is a very exciting educational tool which can greatly benefit schools. Research, collaborative learning, and exchange of educational ideas and information are regularly pursued on the Internet. The Board believes that there are appropriate regulations to maximize effective educational use of the Internet and minimize abuse of the opportunity being provided to our schools.

Ethical, efficient and legal use of any network is the key to a successful linkage with the Internet. Accordingly, regulations for participation by anyone on the Internet shall include, but not be limited to, the following:

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate manners and languages shall be required.
2. Students who have school created emails, shall only use this email to contact students and

teachers. Only teachers and classes as a whole may be permitted to use e-mail. E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher or class messages shall be allowed.

3. No photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of Internet.
4. Illegal activities, including copyright or contract violations shall not be permitted. The Internet may not be used for financial or commercial gain.
5. Threatening, profane, or abusive messages shall be forbidden.
6. No activities shall be allowed which may damage or interrupt equipment or any networking system.
7. Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
8. No user is permitted to upload, or create, a computer virus on the Internet or any networking system.
9. Resources offered by the Internet and paid by the Board may not be willfully wasted.
10. A user shall not attempt to access any Internet resources or entities not previously authorized by the teacher.
11. Invading the privacy of another user, or using their account, shall not be tolerated.
12. Posting personal messages without the author's consent shall be forbidden.
13. Sending or posting anonymous messages shall be forbidden.
14. Perusing or otherwise accessing information obscene or pornographic material or using profanity in messages shall be forbidden.
15. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
16. Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted. Violations shall be reported to the teacher when evidence of such is encountered on the Internet.
17. Any subscriptions to on-line services shall be approved by the Superintendent or his/her designee prior to any such usage.
18. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users.
19. Suspension shall automatically result for a user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures.

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEE AND STUDENT

The Terrebonne Parish School Board shall require that all communications between employees and students be appropriate and in accordance with State law. All electronic or any other communications by employees to students at any time shall be expected to be professional, acceptable in content to any reasonable person, and limited to information that is school-related or is acceptable to both student and parent.

An electronic communication, including electronic mail, by an employee at a school to a student enrolled at that school relative to the educational services provided to the student shall use a means provided by or otherwise made available by the school system for this purpose and the School Board shall prohibit the use of all such system means to electronically communicate with a student for a purpose not related to such educational services, except communication with an immediate family member if such communication is specifically authorized by the School Board.

Any electronic communication made by an employee at a school to a student enrolled at that school or that is received by an employee at a school from a student enrolled at that school using a means other than one provided by or made available by the school system shall be reported by the employee in a manner deemed appropriate by the School Board. Records of any such reported communication shall be maintained by the School Board for a period of at least one (1) year.

ELECTRONIC AND TELECOMMUNICATION DEVICES

If a student brings an electronic telecommunication device to school during the instructional day, "the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day."* [Ref: SB 207](#) Possession and/or use of other electronic and telecommunication devices such as iPod, iPad, MP3, CD players, etc., are strictly prohibited unless authorized by the principal or school designee in any elementary or secondary school building, or on the grounds thereof while school is in session or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action including, but not limited to, suspension from school. Nothing shall prohibit the use and operation by any person, including students, of any electronic telecommunication device in the event of an emergency. **Emergency** shall mean an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

***This provision does not apply to a student whose IEP, IAP, Section 504 plan, or IHP requires the student's use of an electronic telecommunication device.**

Law enforcement will not be called.

CELL PHONE DISCIPLINARY ACTIONS

Guidelines for usage of an electronic telecommunication device:

First Offense:

- Confiscate phone
- Contact parent or guardian to pick up phone/sign contract
- Note in discipline record
- Warning of possible loss of right to possess phone

Second Offense:

- Confiscate phone
- Contact parent or guardian to pick up phone/sign contract
- Loss of right to possess phone for 2 weeks
- Note in discipline record

Third Offense:

- Confiscate phone
- Contact parent or guardian to pick up phone/sign contract
- Loss of right to possess phone for remainder of the school year
- Note in discipline record

***** Any violation of the above contract for any level of offense will result in school disciplinary actions:

- 1st offense: ISS on campus, Saturday school, or after-school detention
- 2nd offense: 1 day OSS
- 3rd offense: 2 day OSS
- 4th offense: School will contact CWA

Other offenses with the use of cell phones will be punished with the appropriate disciplinary actions according to the offense including, but not limited to:

1. Taking pictures with the phone
2. Cyberbullying
3. Cheating
4. Inappropriate pictures taken and sent to others

Phones are never returned to the student. A parent or guardian must pick up the phone unless the student is emancipated or eighteen (18) years old.

Private property: The School Board/school shall endeavor to protect the property of others while on School Board property but does not guarantee the safety of any personal item while on school property. Therefore, the School Board/school or any of its employees shall not be responsible for any personal items stolen or damaged on school premises or property or any school-sponsored event.

PRIVACY

Federal and State laws provide persons with reasonable expectations of privacy in addition to freedom from unreasonable search and seizure of property. Such guarantees are not unlimited and must be balanced by the school's responsibility to protect the health, safety, and welfare of all.

Student Rights:

- To have privacy of your personal possessions unless appropriate school personnel have reasonable cause to believe a student has any object or material which is prohibited by law or School Board Policy.
- To expect that schools will keep student records safe and private.

Student Responsibilities:

- To not carry or conceal any such material prohibited by law or that would detract from the educational process and to accept the consequences for any contents stored within lockers.

SEARCH AND SEIZURE

Inspection of School Board Property and Search for Illegal Objects

It is the policy of the Terrebonne Parish School Board to reserve the right to inspect all School Board property (including lockers and vehicles) at any time for weapons, drugs, alcohol, stolen goods, or other materials or objects, the possession of which is a violation of the State and/or Parish School Board policy when articulable facts lead to reasonable belief that the items sought will be found. School Board property shall include, but not be limited to, buildings, desks, lockers, area, and grounds.

Searches With Metal Detectors

The Terrebonne Parish School Board shall authorize searches with a hand-held or stationary metal detector, of School Board property, of students and non-students and of any bag, parcel, purse, container, etc., that they bring on the School Board property or to school-sponsored activities.

Searches Using Canines (Trained Dogs)

The Terrebonne Parish School Board shall authorize searches of School Board property and automobiles parked on school property using the services of canines whose reliability and accuracy for sniffing out contraband (drugs) has been established. Statue [R.S. 17:416.3.A \(1\)](#)

DRESS CODE

Student Rights:

- Students attending schools in Terrebonne Parish are required to wear uniforms to class according to Terrebonne Parish School Board Policy H-3.4 and [R.S. 17:416.7](#)

Student Responsibilities:

- To come to school fully clothed and wear clothes, which are not dangerous to health or safety, do not disrupt the learning process, and stay within school dress codes.
- To dress in a way not offensive to others or inappropriate at school and at school-sponsored events, including, but not limited to, exposed underwear, saggy/baggy pants, dress promoting drugs, alcohol, tobacco, gang identification, weapons, and/or sexual behavior.

SCHOOL IDENTIFICATION (I.D.) TAGS

School I.D. tags will be required of all 7th-12th grade students in the public schools of Terrebonne Parish. They must be worn on the upper chest area. Schools that house students up to the 7th grade will require all 7th graders to wear I.D. tags. Schools that house students up to the 8th grade level will require all 7th and 8th graders to wear I.D. tags.

MANDATORY SCHOOL UNIFORM POLICY

PHILOSOPHY

The Terrebonne Parish School Board believes that a mandatory school uniform policy will provide a more secure school environment, promote an atmosphere for greater discipline, and increase learning opportunities for students by removing many of the distractions and connotations associated with various types of clothing.

The policy of the School Board shall be that no mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang-related activities or exhibits profane or obscene language/gestures. **The principals of each school will make the final decision as to what is considered proper or improper dress according to the guidelines provided. Any substantial complaint concerning the dress code shall be dealt with by the school administration.**

All students attending Terrebonne Parish Schools are required to adhere to the Board's mandatory uniform policy.

BODY ARMOR

It shall be unlawful and against School Board Policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exception as enumerated in LA Rev. Stat. Ann. § 14:95.9. School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area within 1,000 feet of any school campus and within a school bus.

Body armor shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury. **Bullet Resistant back packs will be allowed.**

The School Board shall notify all students of the provisions of this policy.

UNIFORMS

Students attending schools in Terrebonne Parish shall be required to wear uniforms to class. Uniforms shall be worn as follows:

Primary School Boys Dress Code (K-4):

White shirt (oxford or knit with collar), uniform navy pants (pleated, not pleated, or cuff), or shorts.

Middle/Secondary School Boys Dress Code (5-12):

White shirt (oxford or knit with collar), uniform khaki pants, in khaki or black (pleated, not pleated, or cuff); shorts, or joggers are allowed.

Primary School Girls Dress Code (K-4):

White blouse (oxford, knit or broadcloth with collar), uniform navy pants (pleated, not pleated, or cuff), pleated shirt, shorts, skorts, jumper, or solid polo dress that is navy.

Middle/Secondary School Girls (5-12):

White blouse (oxford, knit or broadcloth with collar), uniform khaki pants, in khaki or black (pleated, not pleated, or cuff), pleated or straight skirt, shorts, skorts or jumper.

Schools may elect a solid color shirt (based upon school colors) to wear along with the white shirts as long as the "oxford or knit with collar" remains the same (no multi-colored shirts are allowed).

The dress code also allows turtlenecks. Turtlenecks may be worn as follows:

Primary Grades:

Turtlenecks shall be white with no monograms, no name brands, and no logos. Turtlenecks do not have to be worn under a uniform shirt or a uniform jumper.

Middle/Secondary Grades:

Turtlenecks shall be white with no monograms, no name brands, and no logos. Turtlenecks shall be worn under a uniform shirt and/or uniform jumper.

DEFINITIONS

Uniform Style Pants:

Depending on the grade of the student, uniform khaki pants must be navy, black or khaki in color (no white allowed). No jean material will be acceptable. Pants may have partial or full elastic at the waist (joggers are allowed). Pants must be straight legs. Jumpsuits, overalls, or coveralls are not allowed. Pants may be pleated/not pleated, cuffed/not cuffed. If pants have a belt loop, a belt must be worn. Shorts, Capri, or full length pants will be allowed. Shorts must conform to pants regulations and in grades 5-12 must be no shorter than five inches (5") from the knee when standing. A small discreet brand name will be permitted.

Shirts:

Shirts must be oxford, knit, or broadcloth with a collar. Shirts must be short or long sleeved only. Sleeveless shirts are not allowed.

Sweatshirts/Sweaters:

Pullover hooded sweatshirts, long sleeve sweatshirts/sweaters will be permitted. They should not contain offensive language or graphics. Sweatshirt/sweaters officially sanctioned by the school are acceptable. Appropriate emblems are at the discretion of the principal.

DRESS CODE REGULATIONS

1. All students will wear the designated school uniform clothing as outlined in the uniform policy. All clothing must be worn as designed by manufacturer. (No tying outerwear around waist or neck.)
2. The wearing of uniforms which are oversized, baggy, sagging, or extremely tight fitting is prohibited.
3. Pants must be hemmed and side slits are not permitted. Pants cannot be made of denim material (jeans).
4. Belts may not be more than one size larger than the waist. All students must wear belts if pants have loops. Waistbands **should** be worn on waist.
5. Shirts must be worn tucked in at all times. Undergarments must not be visible.
6. Uniform shirt collars must be visible when wearing a sweatshirt.
7. Skirts in grades 5-12 must be worn no shorter than two inches (2") from the knee when standing.
8. Footwear must be worn to school and students are encouraged to wear socks. When socks, leggings, or stockings are worn, they may be any color, and have stripes or logos as long as they are not distracting, doesn't contain offensive language or graphics and is a solid material with no holes.
9. Footwear must have a closed front, fully closed back, and possess a hard bottom sole.
10. Body piercing (except for the ears) that is visible will be prohibited. (Example: nose, lips, tongue, eyebrows, etc.)
11. Students will not be allowed to wear ornate, cumbersome, or excessive jewelry, head or hair accessories that are distracting or contain offensive language or graphics. The TPSD and its affiliates are not responsible for any damage, injury, or loss associated with the wearing of such items.
12. No caps, visors, beanies, bonnets or hoodie hoods are allowed to be worn in the school building.
13. New students to the parish will be given two (2) weeks from the date of enrollment to obtain the required uniform.

SPECIAL EVENT DAYS

Special Event days in which students are not required to wear uniforms are permitted, if approved by the Principal.

HAND-MADE UNIFORMS

Parent/Guardians may obtain patterns for approved uniform style items and hand-make such items.STUDENT GROOMING REGULATIONS

Student's hair must be groomed in such a manner that it will not draw undue attention. Any naturally occurring hair colors are allowed (black, brunette, auburn, or blonde) natural or dyed. Blue, pink, purple, green, orange, etc. is not allowed.

Faces must be kept neat, both in the case of boys with facial hair or girls with excessive make-up.

Basic to the grooming code is a commitment to neat, well-groomed students with personal hygiene and cleanliness being mandatory.

NOTE: For further clarification, in all questions regarding grooming and dress, if the administration decides that the student's attire or appearance is disruptive of the learning process, or is offensive or suggestive as to distract other students, then the attire or appearance will not be allowed.

GROOM AND DRESS CODE VIOLATIONS CONSEQUENCES

Grades K-12:

- FIRST OFFENSE: Verbal warning by faculty member, and correction of the infraction.
- SECOND OFFENSE: Dress code letter sent to parent, an appropriate school consequence, and correction of infraction.
- THIRD OFFENSE: Parent conference required, and correction of infraction.
- FOURTH OFFENSE: Office referral, parent notification, Saturday school or in-school disciplinary action, and correction of infraction.

Repeated violations of this policy will be considered willful disobedience and may result in appropriate disciplinary action. Dress Code and I.D. violation offences will start over in January.

PRE-K-5- STATE LAW PROHIBITS THE SUSPENSION OR EXPULSION OF A STUDENT IN GRADES PRE-K-FIVE FROM SCHOOL OR SUSPENDED FROM RIDING ON A SCHOOL BUS FOR A SCHOOL UNIFORM VIOLATION THAT IS NOT TIED TO WILLFUL DISREGARD OF SCHOOL POLICIES.

ALTERNATE SCHOOL UNIFORM SHIRT WHITE IS ACCEPTED AT ALL SCHOOLS	
School	Color
Acadian Elementary	Royal Blue
Bourg Elementary	Bright Red
Broadmoor Elementary	Cardinal Red
Caldwell Middle	Navy Blue
Coteau-Bayou Blue Elementary	Maroon
Dularge Elementary	Black or Gold
Terrebonne Alternative Placement Program Site	Base School Colors
Ellender Memorial High	Royal or Navy Blue
Evergreen Jr. High	Hunter (dark) Green
Grand Caillou Elementary	Light Blue
Grand Caillou Middle	Royal Blue
H.L. Bourgeois High	Hunter (dark) Green
Houma Jr. High	Navy Blue
Lacache Middle	Royal Blue
Legion Park Middle	Royal Blue
Lisa Park Elementary	Navy Blue
Montegut Elementary	Royal Blue
Montegut Middle	Royal Blue
Mulberry Elementary	Navy Blue
Oaklawn Middle	Navy Blue or Hunter Green
Oakshire Elementary	Light Blue
Schriever Elementary	Navy Blue
School for Exceptional Children	Red
South Terrebonne High	Forest Green
Southdown Elementary	Burgundy or Gray
Terrebonne High	Maroon (but not red)
Terrebonne Career & Technical High	Base School Colors
Upper Little Caillou Elementary	Forest Green
Village East Elementary	Red

SECTION TWO

EMERGENCY SITUATIONS

It is the policy of the Terrebonne Parish School Board to act in a responsible manner in the event of any emergency/accident/incident involving students.

Fire Drills/Bomb Threats

Fire drills are held at regular intervals. The signal for a fire drill is the sounding of a loud buzzer. When this signal is given, students will leave the classroom in a quiet and orderly manner.

When evacuating the classroom, students are to:

1. Form a single line. (Students will be led from the building by the teacher.)
2. Leave books behind. (Girls, however, should take their purses.)
3. Proceed as a class to the designated area.
4. Remain with the teacher throughout the drill.
5. When the ALL CLEAR signal is given, students will return to their classrooms with their teachers to await further instruction over the P.A. system.
6. Under no circumstances are students to yell, run, or create general disorder during a fire drill.

The above procedure will also be used during a bomb threat.

DISCIPLINE

Positive Behavioral Interventions and Support is a system approach to enhancing the capacity of schools to educate all students with challenging behaviors, by establishing efficient and effective systems that support staff efforts, practices that support student success and existing data utilization that guide decision-making.

To establish reasonable consistency in the school, a uniform discipline school-wide behavior support system will be used. The goals of the school-wide systems are to define, teach, and support appropriate behaviors in a way that establishes a culture of competence within schools. It is the purpose of the Terrebonne Parish School Board to operate the schools in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all pupils who attend these schools. Each school's primary goal is to educate, not to discipline; however, when the behavior of the individual pupil comes in conflict with the rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole.

The Terrebonne Parish School Board expects students to be well behaved while attending school, on any school activity, and conduct themselves in an appropriate manner at all times. Students have the responsibility to know and respect the rules of the school system. Students shall comply with all Board policies and school regulations, student codes of conduct, and directions of principals, teachers and any other authorized school personnel during any period of time when the student is under the authority of school personnel.

Each school shall plan and conduct meetings and programs within the first week of school each year necessary to fully inform all employees and pupils of all discipline policies and school rules and regulations. Meetings shall also be held throughout the school year as may be necessary to inform

new students of such discipline policies and pertinent school rules. Schools and teachers may develop individual rules and disciplinary practices, which supplement the code but does not conflict with it. The code applies to all students enrolled in the Terrebonne Parish Public Schools in pre-kindergarten through grade 12 and adult education.

The Terrebonne Parish School Board mandates that all students shall be treated fairly and honestly in resolving grievances, complaints, or in the consideration of any suspensions or recommended expulsions. Discipline should be applied after consideration of the eventual effect in the behavior of the student and it should promote improved conduct. Because of the severity of the sanctions of suspensions or expulsions, schools are encouraged to use preventive interventions prior to the consideration of these sanctions and the formal recording of all actions taken. Examples include: counseling, detention, in-school suspension, Saturday school, parent conferences, and assignment to alternative school.

A student may be removed from class by a teacher for repeatedly interfering with the teacher's ability to communicate effectively with the class, or for being unruly, disruptive, or abusive so that classmates cannot learn. Under these circumstances and subject to Federal and State mandates, the student will not be returned to the teacher's class during the same class period without the teacher's consent. If the teacher withholds consent, a placement review committee will determine the student's placement.

In-School Suspensions (ISS)

Designed to provide academic and counseling services to middle/high school students (grades 6-12) who have been suspended with the exception of offenses for drugs, guns/weapons, bodily harm, and indecent exposure. ISS allows students to remain under the school's supervision during the suspension, to receive counseling related to specific behaviors, and to work on academic skills by completing their assignments and/or general academic packets. After successfully completing the ISS, the student may return to the regular school and will be eligible to make-up all the missed assignments. The absence(s), according to state guidelines, is an excused absence(s).

Suspensions or Expulsion

A student may be removed from school by suspension or expulsion for any of the following reasons:

1. Is guilty of willful disobedience.
2. Treats with intentional disrespect school employees or members of the local School Board.
3. Makes unfounded charge against school employees or members of the local School Board.
4. Uses unchaste or profane language.
5. Is guilty of immoral or vicious practices or of conduct or habits injurious to his/her associates.
6. Uses tobacco, electronic cigarettes, vapes, or possesses alcoholic beverages or any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, in any form, in school buildings, on school grounds, at any school-sponsored activity, or on school buses owned by, contracted to, or jointly owned by the Board.
7. Disturbs the school and/or habitually violates any rules.
8. Cuts, defaces, or injures any part of public school buildings, any property belonging to the buildings, or any school buses owned by, contract to or jointly owned by the Board.
9. Writes any profane or obscene language or draws obscene pictures in or on any school material or on any public school premises or on any fence pole, sidewalk, or building on the way to or from school or on any school bus, including those owned by, contracted to, or jointly owned by the Board.
10. Is found carrying firearms, knives, or other implements which can be used as weapons, the careless use of which might inflict harm or injury.

11. Throws missiles liable to injure other persons on the school grounds or while on any school bus, including those owned by, contracted to, or jointly owned by the Board.
12. Instigates or participates in fights while under school supervision.
13. Violates traffic and safety regulations.
14. Leaves the school premises without permission.
15. Leaves his/her classroom during class hours or detention without permission.
16. Is habitually tardy or absent.
17. Is using, distributing, or is in possession of weapons, illegal drugs, alcohol, and unauthorized telecommunication devices.
18. Commits assault or battery of a school employee.
19. Commits any other serious offense.

When any K-6 grade public school student is speaking with any public school system employee while on school property or at a school-sponsored event, such student shall address and respond to such public system employee by using the respectful terms "Yes, Ma'am" and "No, Ma'am" or "Yes, Sir" and "No, Sir", as appropriate, or "Yes, Miss, Mrs., or Ms. (Surname)" and "No, Miss, Mrs., or Ms. (Surname)" or "Yes, Mr. (Surname)" and "No, Mr. (Surname)", as appropriate, each such title to be followed by the appropriate surname. Failure by the student may result in disciplinary action by the school. R.S. 17:416.12

- **It is the policy of the School Board that misbehavior of any kind will not be tolerated.**
- It is the policy of the School Board that teachers, staff, and Principals administer appropriate consequences for misbehavior in order to ensure that the misbehavior does not interfere with teaching and learning.
- It is the policy of the School Board that students assume responsibility for their own behavior and that parents are expected to support their school's discipline plan in order to protect the learning environment.
- The School Board has zero tolerance for fighting, crimes, violence, weapons, and drugs. This policy includes the reporting of delinquent acts and crimes occurring whenever and wherever students are under the jurisdiction of the School Board. Any arrest for a felony/delinquent act will result in a disciplinary review.

Expulsion Involving Firearms

Any student sixteen (16) or older, or under sixteen (16) and in grades six (6) through twelve (12), who is found guilty of being in possession of a firearm on school property, on a school bus or in actual possession at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters and shall be referred to the District Attorney for appropriate action.

Any student in kindergarten through grade five (5) who is found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of two (2) complete school semesters and shall be referred to the District Attorney for appropriate action.

The Superintendent, however, may modify the length of the minimum expulsion required in the above paragraphs on a case-by-case basis, provided such modification is in writing.

Expulsion Involving Weapons

The Terrebonne Parish School Board requires a student to be immediately suspended when found carrying or possessing knife, the blade of which equals or exceeds two and one-half inches in length, or other dangerous instrumentality.

The Principal shall immediately recommend the student's expulsion, except that, in the case of a

student less than eleven (11) years old in pre-kindergarten through grade five (5) who is found carrying or possessing a knife, the Principal may, but shall not be required to, recommend the student's expulsion.

Any student found carrying or possessing a knife with a blade less than two and one-half inches in length may be suspended, but in appropriate cases, at a minimum shall be placed in in-school suspension.

Any student who is under sixteen (16) years of age and in grades six (6) through twelve (12) and who is found guilty of being in possession of a knife/weapon on school property, on a school bus, or in actual possession at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of two (2) complete school semesters and shall be referred to the District Attorney for appropriate action.

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.

Any student, who commits assault or battery of a school employee, and/or, upon serving the minimum time at an alternative school for a gun violation shall be required to appear before the full Board prior to being readmitted to any Terrebonne Parish School.

Expulsion Involving Drugs

Any student sixteen (16) years of age or older, found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters.

Any student who is under sixteen (16) years of age and in grades six (6) through twelve (12) and who is found guilty of possession of, or knowledge of an intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of two (2) complete school semesters.

Any case involving a student in kindergarten through grade five (5) found guilty of possession of, or knowledge of an intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event, pursuant to a hearing, shall be referred to the Board through a recommendation for action from the Superintendent.

Appeal Process for Expulsions

A student may appeal the terms of his/her expulsion. A letter of appeal must be filled out and submitted to the school board office with proof of counseling related to reason for expulsion. In cases of expulsion due to possession of a prohibited substance, a negative drug screening must be provided.

RS:17:224: DELINQUENT STUDENTS:

Any student who exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general, may be recommended by the principal for expulsion, assignment to an appropriate alternative education, or transfer to adult education if such student is:

- (1) Seventeen years of age or older with less than 5 units of credit toward graduation.
- (2) Eighteen years of age or older with less than 10 units of credit toward graduation.
- (3) Nineteen years of age or older and less than 15 units of credit toward graduation.

PROHIBITIONS

Drug Free Zones

It is unlawful for anyone to use, distribute, be under the influence of, manufacture or possess any controlled substances as defined by statute on or around school property or within 2,000 feet of property used for school purposes by any school, or while on a school bus. These areas shall be designated as Drug Free Zones. The School Board, in cooperation with local governmental agencies, and the Louisiana Department of Education, shall designate and mark Drug Free Zones, which surround all schools and school property.

Tobacco

Notwithstanding any other provision of law, no person shall smoke, chew, or otherwise consume any tobacco product in any elementary or secondary school building.

No person shall smoke or carry a lighted cigar, cigarette, vapor or electronic cigarette, pipe, advanced personal vaporizers, vape pens, vape mods and/or any other form of smoking object or device on the grounds of any public or private elementary or secondary school property or state schools for the deaf, blind, spastic, and cerebral palsied and schools in Special School District No. 1, except in an area specially designated as a smoking area.

Smoking shall be prohibited on any school bus transporting children attending any public elementary or secondary school. Statute R.S. 17:240B, (1), (2), & (3).

Alcohol and Drugs

The Terrebonne Parish School Board is dedicated to providing a drug free learning environment for the students attending public schools. The Board directs that each student shall be specifically prohibited from being under the influence of, bringing on, consuming, or having in his/her possession on a school bus, on school premises, or at a school function away from the school, any alcoholic beverages, intoxicating liquors, look-a-like alcohol, narcotic drugs, prescription medications, marijuana, inhalants, over the counter inhalants, imitation, look-a-like, or counterfeit controlled substances, or other controlled substance as defined by State statues, unless dispensed by a licensed physician as allowed by law. The Superintendent shall be responsible for maintaining appropriate procedures for the detection of alcohol, drugs, or any imitation or other controlled substances. Any student found in violation of the above shall be suspended and recommended for expulsion by the Principal.

Any violations of criminal laws, State or Federal, committed on school property shall be prosecuted as provided by law. School officials, teachers and/or Board employees shall report all violators to the Principal, who in turn, shall notify the proper law enforcement agency and shall cooperate with the prosecuting attorney's office in the prosecution of charges. Any student, who distributes, sells or dispenses in any manner or form whatsoever a controlled dangerous substance as defined by State law to another student or anyone else while on the school premises shall be expelled pursuant to the provisions and guidelines as set forth in State law.

The Principal shall immediately notify the parents or guardian, by telephone, of any student found in violation of this policy. If the parents or guardian cannot be reached by phone, the Principal shall then notify them of the action by sending a letter within twenty-four (24) hours. Care shall be given to afford due process to all students.

Fireworks

It is the policy of the Terrebonne Parish School System to report criminal incidents performed by individuals outside the school system to the proper authorities. The explosion or ignition of fireworks within one thousand feet of any school or public buildings is a crime under State law. Therefore, no person shall explode or ignite fireworks within one thousand feet of any school or public building.

Students found in violation shall be disciplined in accordance with pertinent regulations outlined by the Board.

Misconduct on School Bus/at Bus Stop

Violation of Board transportation policies, including disruptive behavior on a school bus or at a school bus stop by the student, will be disciplined by the Principal.

False Accusations

When a student intentionally makes a false accusation that jeopardizes the professional reputation, employment, or professional certification of a teacher or other member of the school staff, the student will be recommended for expulsion by the Principal.

Sexual Harassment

The Terrebonne Parish School Board is committed to maintaining a school system that is fair and respectful to all. Any allegations of sexual harassment by a student or staff member will be investigated immediately in accordance with the Terrebonne Parish School Board Policy Manual – FILE: F-4.1.

Dating Violence

A person who is in a dating relationship with another person and is violent in a physical, sexual, verbal, or emotional manner may be involved in dating violence. Any allegations of dating violence by a student or staff member will be investigated in accordance with R.S. 17:81.

Harassment/Intimidation/Bullying

A student who forces another student to do something or prevents him/her from doing something by threatening, bullying or making him/her afraid, will not be tolerated; the student will be disciplined by the administration.

Cyberbullying

Harassment, intimidation, and bullying – Prohibited.

Students using the computer, mobile phone, or other interactive or digital technology or harassment, intimidation or bullying of a student while off school property by another student or actions are intended to have an effect on the student when the student is on school property is prohibited. **School discipline can be expected.**

BULLYING AND HAZING

Any student, teacher, or other school employee who observes or is the object of hazing will report the hazing to any teacher or any school administrator. The administration of the school will conduct an investigation into any complaint of hazing.

The Terrebonne Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, or similar behavior such as threatening or harassment, made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying or hazing, or similar behavior towards other students, school personnel, or school property shall be unacceptable.

All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

1. Bullying shall mean:
 - A. A pattern of any one or more of the following:
 1. Gestures, including, but not limited to, obscene gestures and making faces.
 2. Written, electronic, or verbal communications including, but not limited to, calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. Electronic communication includes, but is not limited to, a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
 3. Physical acts including, but not limited to, hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
 4. Repeatedly and purposefully shunning or excluding from activities.
 - B. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.
 - C. The pattern of behavior as provided above must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening education environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.
2. Hazing shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental or psychological harm for the purpose of initiation or admission into affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop. Hazing does not mean any adult-directed and school-sanctioned athletic program practice or event or military training program.

Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing shall be prohibited. The consent, state of implied, of the hazing victim shall not be defense in determining disciplinary action.

REPORTING

The Principal or his/her designee shall be authorized to receive complaints alleging violation of this policy. All employees, parents, volunteers, or any other school personnel shall report alleged violations to the Principal or his/her designee. Any written or oral report of an act of bullying, hazing, or similar behavior shall be considered an official means of reporting such act(s). Complaints, reports, and investigative reports of bullying, hazing, or similar behavior shall remain confidential, with limited exception of state or federal law.

The reporting of incidents of bullying, hazing, or similar behavior shall be made on the Bullying Report form, which shall include an affirmation of truth. Any bullying, hazing, or similar behavior report submitted, regardless of recipient, shall use this form, but additional information may be provided.

PARENTAL RELIEF

If a parent, legal guardian, teacher, or other school official has made four (4) or more reports of separate instances of bullying and no investigation pursuant to State law or this policy has occurred, the parent or legal guardian of the alleged victim may submit a request to the Superintendent that the student be transferred to another school operated by the School Board.

At the end of any school year, the parent or legal guardian may make a request to the School Board to transfer the student back to the original school. The School Board shall make a seat available at the original school that the student attended. No other schools shall qualify for transfer under this provision.

STUDENTS AND PARENTS

Any student who believes that he/she has been, or is currently, the victim of bullying, hazing, or similar behavior, or any student, or any parent or guardian, who witnesses bullying, hazing, or similar behavior or has good reason to believe bullying, hazing, or similar behavior is taking place, may report the situation to a school official, who in turn shall report the situation to the Principal or his/her designee. A student, or parent or guardian, may also report concerns regarding bullying, hazing, or similar behavior to a teacher, counselor, other school employee, or to any parent chaperoning or supervising a school function or activity. Any report shall remain confidential.

FALSE REPORTS

Intentionally making false reports about bullying, hazing, or similar behavior to school officials shall be prohibited conduct and shall result in appropriate disciplinary measures as determined by the School Board.

PARENTAL NOTIFICATION

Upon receiving a report of bullying, hazing, or similar behavior, the school shall notify the parents or legal guardians of the alleged offender and the alleged victim no later than the following business or school day. Delivery of notice to the parents or legal guardians by an involved student shall not constitute the required parental notice.

Before any student under the age of eighteen (18) is interviewed, his/her parent or legal guardian shall be notified by the Principal or his/her designee of the allegations made and shall have the opportunity to attend any interviews with their child conducted as part of the investigation.

All meetings with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender shall be in compliance with the following:

- A. Separate meetings shall be held with the parents or legal guardians of the alleged victim and the parents or legal guardians of the alleged offender.
- B. Parents or legal guardians of the alleged victim and of the alleged offender shall be informed of the potential consequences, penalties, and counseling options.

APPEAL

If the school Principal or his/her designee does not take timely and effective action, the student, parent, or school employee may report, in writing, the incident to the School Board. The School Board shall begin an investigation of any properly reported complaint that alleges prohibited conduct the next business day during which school is in session after the report is received by the School Board.

If the School Board does not take timely and effective action, the student, parent, or other school employee may report any bullying incident to the Louisiana Department of Education.

DISCIPLINARY ACTION

Once a report has been received at a school, and a school Principal or his/her designee has determined that an act of bullying, hazing, or similar behavior has occurred, and after having met with the parent or legal guardian of the student involved, the Principal or his/her designee, or applicable school official shall take prompt and appropriate disciplinary action against the student, and report criminal conduct to law enforcement. Counseling and/or other interventions may also be recommended.

Students may be disciplined for off-campus bullying, hazing, or similar behavior the same as if the improper conduct occurred on campus, if the actions of the offender substantially interferes with the education opportunities or educational programs of the student victim and/or adversely affects the ability of the student victim to participate in or benefit from the school's education programs or activities.

RETALIATION

Retaliation against any person who reports bullying, hazing, or similar behavior in good faith, who is thought to have reported such conduct, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations of bullying, hazing, or similar behavior is prohibited conduct and subject to disciplinary action.

SECTION THREE

BUS SAFETY

PARENTS/GUARDIANS RESPONSIBILITY

Parents shall be informed of and should understand their responsibility in working with the bus driver and school system personnel for the welfare and safety of their children. Also, emphasis should be placed on the problems involved with safe transportation and the extent of responsibility placed on the bus drivers who are transporting their children. To that end, parents shall be notified of school bus and bus stop behavior requirements and the consequences of failure to fulfill these requirements.

Parents, guardians and other persons acting in loco parentis should:

1. Understand and follow district rules, policies, regulations and principles of school bus stop safety.
2. Assist children in understanding safety rules, encourage them to abide by the rules and assist school authorities with respect to disciplinary issues.
3. Ensure that children arrive on time at their assigned pickup points along the route.
4. Recognized their personal responsibility for the actions of their children. Understanding this, parents or guardians shall be responsible and accountable for the conduct and safety of their children at all times prior to the arrival and after the departure of the school bus at the assigned school bus stop.
5. Monitor bus stops, if possible, assist in providing safe access to passengers by keeping bus loading and unloading zones free of parked vehicles, trash or debris, by keeping vegetation trimmed, etc.
6. Teach children proper procedures for safely crossing the roadway before boarding and after leaving the bus.
7. Support procedures for emergency evacuations
8. Teach children to respect the rights and privileges of others, to use good manners and to use restraint in dealing with differences of opinion.
9. Support all efforts to improve school bus safety, and communicate safety concerns to schools or school district administrators.
- 10. Provide schools and bus driver with pertinent written information regarding emergency contacts and any special care required while the child is in school or on a school bus.**

- 11. Meet the school bus upon its return to the designated school bus stop at the scheduled time, or otherwise make appropriate provisions for the student's welfare if the student requires supervision and is unable to be met at the designated school bus stop.**
- 12. Avoid detaining the driver on the route, and avoid contacting bus drivers to request a schedule change, revised route or bus stop assignment or other such temporary or permanent changes. Instead, contact the school or transportation office for such request. Only if authorized in writing by the appropriate authority may bus driver adjust schedules, bus stops or student assignments.**
13. Make a reasonable effort to notify the school bus driver prior to the beginning of the morning run if your child or children are unable to attend school.
14. Be aware of illegal or undesirable activities or other dangers involved in and around the loading and unloading zones.
15. When acting as a chaperone or other volunteer, maintain in confidence any personal information regarding students and their actions, in accordance with FERPA.

STUDENT RULES FOR RIDING SCHOOL BUS

It is a privilege to ride a school bus. Students are expected to follow the rules. Students must:

1. Obey the driver.
2. Stand off the roadway while waiting for buses.
3. Be at the bus stop on time and conform to all applicable school rules.
4. Sit according to the seating assignment.
5. Remain seated when the bus is in motion.
6. Keep arms, legs, and head inside the windows.
7. Remain quiet. Unnecessary conversation with the driver is dangerous.
- 8. Observe classroom conduct at all times while aboard the bus.**
9. Not eat, drink, or have or use tobacco products.
10. Whenever boarding or departing, cross the road 10 feet in front of the bus when the driver signals that it is clear to cross.
11. Ride only their assigned buses to and from school. Written parental permission, with the principal's approval, is required to get off at a different stop or ride different bus. Parents assume responsibility.
12. Pay for damage to school buses or property.
13. Not bring large boxes, cages, firearms, knives, glass bottles, animals, reptiles, offensive materials, etc. on the buses. Band instruments too large to fit in the student's lap or under the seat are not permitted.

DRIVING IS A PRIVILEGE

Act 732 of the 2003 Legislative Session provides for the suspension of driving privileges of a student who is expelled or suspended from school for ten (10) or more consecutive school days for committing certain infractions as follows: **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 (1), a Principal or headmaster at a public or private school must notify the Department of Public Safety and Corrections, Office of Motor Vehicles, of any student between the ages of fourteen (14) and eighteen (18) who has been subjected to disciplinary action as provided in Paragraph (2) of this Subsection. The Office of Motor Vehicles will process the request for suspension action in accordance with R.S. 32:431. The student may appeal this process and they may also request a hardship license.

SECTION FOUR

ALTERNATIVE ASSIGNMENTS

An Alternative Disciplinary Program is offered for students in grades K-4 at SEC and 5-12 at the Terrebonne Alternative Placement Program Site (T.A.P.P.S.). The goal of the program is to deter continued misconduct of students at their base schools through a highly structured, rigorous program of physical training and academics designed to help students adjust their attitude toward school.

PLACEMENT

Tier I Base Schools will develop Prevention Programs

Tier II Long-term:

Once a student is referred to the alternative setting, he/she shall not be allowed to return to the base school until officially released by Child Welfare and Attendance. In the event that a parent decides to not send their child to the alternative setting, that student will be considered truant and dealt with accordingly.

K-12: Regular and special education long-term suspensions including drugs, weapons, and behavior.

Tier III Juvenile Detention

Placement of students through the judicial system.

NOTE: Transportation will be provided to all students assigned to the alternative sites; however, any violation of the bus rules, disrespect to the driver, or problems occurring at the transfer site, will result in removal from the bus. Subsequently, parents will be responsible for their child's transportation to and from the alternative sites.

Tier IV Transition to the Alternative School

It is not a discipline consequence or punishment.

1. Purpose

It allows the student to make a smooth transition back into a school setting with a more structured environment:

- Small classes;
- Fewer students at the school.

2. Fewer distractions.

3. Ability to evaluate records (attendance, academic, and discipline) and make a sound decision with the placement.

4. Gives the student a chance to earn some academic grades prior to enrolling in a base school.

I. Eligibility

1. Students leaving the juvenile detention center.
2. Students coming into the parish from another alternative school.
3. Students coming from Greenwell Springs or other rehab counseling programs (substance abuse and other additions).
4. Students with discipline issues coming to the parish.
5. Students committing crimes/being arrested/adjudicated delinquents, reviewed by Child Welfare and Attendance.
6. Students at risk for dropping out (overage, failing, social issues).

II. Exit Criteria

1. Special Education shall review all placements of special education students at any time.

2. Review by alternative school administration, teachers, and staff.
3. Review by Child Welfare and Attendance Supervisors.
4. The review should involve attendance, following rules/expectations, academic achievement and the ability to respect others.
5. The review may take place after thirty (30) days or records reviewed.

SECTION FIVE

DUE PROCESS PROCEDURES

The Terrebonne Parish School Board mandates that all students shall be treated fairly and honestly in resolving grievances, complaints, or in the consideration of any suspension or expulsion. Due process shall be defined as fair and reasonable approaches to all areas of student grievance and discipline on the part of all school officials in order not to arbitrarily deny a student the benefits of the instructional process.

Due process requires, at a minimum, the school administration to impose fundamentally fair procedures to determine whether misconduct or other improper action has occurred before any disciplinary action may be taken by the school administration except in the case of imminent danger or disruption of the academic process. In these instances, proper procedures shall be put into effect as soon as removal of the student has occurred.

Under due process, each student shall be guaranteed a fair hearing, a fair judgment, a written record of the decision, and notice of the right to appeal the decision. The degree of procedural due process afforded in any disciplinary situation shall be dependent upon two factors: (1) the gravity of the offense a student is alleged to have committed; and, (2) the severity of the contemplated penalty. For example, a much greater degree of procedural due process shall be applicable in an expulsion situation than in one where the penalty is a short-term suspension.

Full protection of procedural due process shall be afforded any student facing possible long-term suspension or expulsion. The parent and/or legal guardian has the right to appeal to the Board on behalf of their child.

Out-of-School Suspensions

Students accused of serious misconduct, which in the opinion of the Principal/designee merits suspension from school shall be afforded rights of due process. Students are normally told about the charges against them in a conference and have an opportunity to present their explanation of the situation before any action is taken. If the immediate suspension of a student is justified because his/her presence endangers others or school property, or would seriously disrupt the orderly academic process, the conference will follow as soon thereafter as practical.

The school will make a good faith effort to inform parents/guardians by telephone of a student's suspension. Written notice will also be sent to parents/guardians regarding the reason disciplinary action was taken. A parent/guardian and/or student may appeal a suspension **within five (5) days**.

An educational planning conference may be held when any student with a disability has been suspended for as many as ten (10) days cumulative during a school year, to determine appropriate placement and changes that need to be made in the Individual Education Plan (IEP) or the 504 Accommodation Plan. In order to address more effectively a 1508 student's behavior problem, a behavior plan may be developed as part of the IEP, based on the student's behavior in the school setting.

Expulsions

Students accused of a violation of the Code of Student Conduct, which in the opinion of the Principal merits expulsion from schools, shall be afforded the due process procedures below. In emergency situations, these procedures may be modified, as long as reasonable efforts are made for due process.

1. The student will be told the reason(s) for consideration of suspension and expulsion and will be given the opportunity to explain the behavior and present witnesses.
2. The Principal shall make a determination and inform the student.
3. The Principal shall make a good faith effort to notify the parents of the suspension. Written notice will also be sent within 24 hours. For students with disabilities, refer to procedures in next paragraph.*
4. Parents/guardians will receive a copy of the Principal's recommendation for expulsion.
5. A parent/guardian may request an informal hearing with the Principal. The Superintendent/designee shall make such investigation as deemed necessary. Parents/guardians will be informed, in writing, about the investigation.
6. If the Superintendent/designee finds a sufficient basis for expulsion recommendation, notice of charges will be served to the parent/guardian with notice of the date and time when the hearing will take place.
7. The Superintendent or designated hearing agent shall conduct a hearing. Parents/guardians and students may present any evidence or statement and may be represented at the hearing by a person of majority age, whether as legal counsel or personal representative.
8. A copy of the hearing agent's recommended order will be served upon the parent/guardian and sent to the Superintendent. Either party may file exceptions to the findings **within five (5) days** of service of the recommended order.

* Before a student with a disability may be recommended for expulsion from school, the Principal shall first convene a placement committee to determine whether the misconduct is a manifestation of the disability. The student and parents/guardians will be invited to attend. If the placement committee determines that the misconduct is a manifestation of the disability, the student may not be expelled and alternatives for continuing programs will be explored. If the placement committee determines that the misconduct is not a manifestation of the student's disability, then the student may be recommended for expulsion from regular education; however, exceptional education services, if any, will continue.

Suspension from Transportation Privileges

Students accused of serious misconduct, which in the opinion of the principal/designee requires suspension from transportation will be afforded due process procedures. In emergency situations these procedures may be modified. Bus misconduct reports will be made for student actions which distract the driver, endanger the health and safety of other students, or show active disregard for bus rules or practices. The Principal may temporarily suspend a student or make a recommendation to the Superintendent for long-term bus suspension. When a student has received four (4) bus misconduct reports in any given school year, a report may be forwarded to the Superintendent with a recommendation for long-term bus suspension for the remainder of the year.

Assault or Battery of School Employee

Whenever a pupil is formally accused of violating state law or school disciplinary regulations, or both, by committing assault or battery on any school employee, the Principal shall suspend the pupil from school immediately and the pupil shall be removed immediately from the school premises without the benefit of required out-of-school suspension procedures; however, the necessary notifications and

other procedures shall be implemented as soon as practicable. The student shall not be readmitted to the school to which the employee is assigned until all hearings and appeals associated with the alleged violation have been exhausted.

Credit for School Work Missed

A student who is suspended for ten (10) days or fewer shall be assigned school work missed while he/she is suspended and shall receive either partial or full credit for such work, upon the recommendation of the student's teacher, if it is completed satisfactorily and timely as determined by the Principal or his/her designee.

Parental Conference

In each case of suspension or expulsion, the Principal or designee shall contact the parent, tutor, or legal guardian to notify the parent, tutor, or legal guardian of the suspension or expulsion and to set up a conference. "Notice" shall be given by contacting the parent, tutor, or legal guardian by telephone at the telephone number shown on the pupil's registration card or by sending a certified letter to the address shown on the pupil's registration card. In the case of expulsion, a certified letter must be sent.

If the parent, tutor, or legal guardian fails to attend the required conference set by the Principal within five (5) school days of notification, the truancy laws shall be effective. On not more than one occasion each school year when a parent, tutor, or legal guardian refuses to respond, the Principal may determine whether readmitting the pupil is in the best interest of the pupil. On any subsequent occasions in the same school year, the pupil shall not be readmitted unless the parent, tutor, or legal guardian, court or other appointed representative responds.

In any case where a teacher, Principal, or other school employee is authorized to require the parent, tutor, or legal guardian of a pupil to attend a conference or meeting regarding the pupil's behavior and after notice, the parent, tutor, or legal guardian willfully refuses to attend, the Principal or designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

GRIEVANCE PROCEDURES FOR STUDENTS AND PARENTS/GUARDIANS

Student Right:

- Students have the right to present a complaint regarding unfair treatment.

Student Responsibility:

- Students have the responsibility to learn and follow procedures for filing complaints.

Grievance procedures are used to handle serious problems when students believe there has been a violation of the Code of Student Conduct, including due process. Except in instances where there is a clearly defined procedure other than the one described here, a student grievance may be pursued sequentially through three (3) levels.

Level I: Information Discussion:

The student or parent/guardian should discuss the problem with the person responsible for what the student or parent/guardian believes to be unfair treatment under the Code of Student Conduct. The discussion should occur within five (5) school days of the time of the alleged unfair treatment. No grievance will be processed until after such informal discussion.

Level II: School Principal:

If the problem has not been resolved at the informal level, the parent/guardian and/or student may submit a completed Student Grievance Form to the Principal within five (5) school days of the Level I discussion. The Principal will have five (5) school days after receipt of grievance in which to hold a conference and give a written decision.

Level III: Superintendent's Office:

If the problem has not been resolved at Level II, the parent/guardian and/or student may, within five (5) school days after receipt of the Principal's decision, submit the Student Grievance Form to the Superintendent or designee. The Superintendent or designee will respond within ten (10) school days after receipt of the grievance form.

SECTION SIX

PROCEDURES FOR HOMEBOUND INSTRUCTION

1. Students of the Terrebonne Parish School District who are UNABLE TO ATTEND SCHOOL because of physical disability may be assigned a properly certified teacher who will instruct them at home or in a hospital. In order for a student to be considered for homebound instruction, the student, as a result of health care treatment, physical illness, accident, pregnancy, or the treatment thereof, must be temporarily unable to attend school for the provision of regular educational services. Such incapacitation shall require verification on the application by a physician. The homebound instruction program is a continuation of the regular school instruction program, designed to help the child return to school without falling too far behind in assigned work. The student shall be under the same state and local regulations as any other student. A responsible adult must be present where instruction is provided. Application for homebound instruction service may be made through the Supervisor of Special Education.
2. A student is placed on homebound instruction because he/she is physically or psychologically unable to attend school (as determined by the School Board); therefore, a student receiving services is not to be out of the home unless absolutely necessary, i.e. doctor's appointment.
3. The goals and objectives the students will pursue during the period of homebound instruction will be determined by the student's classroom teacher(s). Typically, the homebound teacher visits the student twice per week for two (2) hours each time (four (4) hours per week). Parents are responsible for picking up and returning all student books.
4. The student's classroom teacher(s) will provide assignments and tests to the homebound teacher on a regular basis. All work may be prioritized because of the student's medical condition.
5. The homebound teacher will assist the student with the assignments. Assignments and tests will be returned to the classroom teacher(s) for grading purposes.

6. Homebound students will be expected to complete all assignments and test requirements during this period of special instruction. Excessive absences are cause for termination of services. Failure to observe these regulations may result in the withdrawal of this service.
7. Homebound instruction does not replace school attendance, it only supplements classroom instruction. Higher level high school courses will largely depend upon assignments brought home by the homebound teacher given by the base school teacher.

SECTION SEVEN

Terrebonne Parish School Board Virtual Student Conduct

Students must maintain virtual settings and behaviors that are conducive for instruction and that minimize distractions.

Virtual Work Settings

1. The recording device being used for instruction *must be positioned* to allow teachers to observe both the working space and student, especially during testing.
2. Students will follow daily guidance from their teachers regarding best methods of communicating and participating during *virtual schooling*. Instructions regarding when and how to interact verbally and how to use audio and camera options will be dependent on the design of instruction and direction of the teacher.
3. Behavior that is disruptive to the virtual schooling setting will be addressed *using progressive discipline measures*.

Student Dress & Conduct

4. Students are to wear *appropriate dress* that does not distract from the virtual learning process. *Inappropriate attire* including but not limited to the following are *prohibited*: Pajamas or clothing that is transparent or overly revealing, clothing with profanity; derogatory terms; or sexual content. *School uniforms* will not be required for virtual schooling.

Discipline for Virtual Learners

Students should refrain from engaging in any of the behaviors identified in the (Terrebonne Parish) parish Code of Conduct while engaged in virtual schooling. The (Terrebonne Parish) Parish School District has extended its normal behavior guidelines to the virtual classroom with a few modifications that factor in the home setting.

For students who break rules, discipline will be with one of *two kinds of virtual suspensions*: in-school and out-of-school.

Recommended expulsion will be reserved for serious discipline infractions.

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

SECTION EIGHT

Glossary of Terms

Abusive Language: Swearing, cursing, or using vulgar words.

Aggravated Battery: When a person intentionally or knowingly causes great bodily harm or permanent disfigurement, or uses a deadly weapon.

Alcohol: The violation of Board Policy prohibiting the possession, sale, transfer, distribution or use of alcoholic beverages, including, but not limited to, beer, wine/wine coolers, and liquor.

Arson: Setting a fire on/in school property.

Assault: The intentional threat by word or act to do violence to another person, coupled with an apparent ability to do so, and doing some act that creates a well-founded fear in the other person that such violence is imminent without subjecting him or her to physical attack.

Battery: An actual and intentional touching or striking of another person against his or her will or intentionally causing bodily harm to an individual.

Body Armor: Bullet-resistant metal or other material intended to provide protection from weapons or bodily injury. This does not include bullet resistant back packs.

Breaking and Entering/Burglary: The unlawful entry into a building or other structure or vehicle with the intent to commit a felony or theft.

Bullying: A pattern of any one or more of the following: Gestures, including, but not limited to, obscene gestures and making faces; Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors; Physical acts including, but not limited to, hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property; Repeatedly and purposefully shunning or excluding from activities.

Cheating: Willful or deliberate unauthorized use of the work of another person for academic purposes, or inappropriate use of notes or other materials in the completion of an academic assignment or test. Copying includes copying of papers or computer disks, plagiarizing, counterfeiting, and making/using false identification.

Classroom Disruptions: See Disorderly Conduct.

Computer Misuse: Inappropriate use, including, but not limited to, breaking into restricted accounts or networks, modifying files without permission, illegally copying software, or entering or distributing unauthorized files (e.g. pornographic files).

Contraband: Items which are prohibited at school.

Cumbersome: Heavy or large items which may cause a safety problem to the wearer or create a visual or auditory distraction.

Defiance: Not following directions of the staff, failure to observe rules, and openly challenging authority.

Detention: Activities, assignments, or work held before the normal school day, after the normal school day, or on weekends.

Disorderly Conduct/Classroom Disruption: Any act or behavior which substantially disrupts the orderly conduct of a school function, disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students and/or staff.

Drugs (excluding alcohol): Violation of the Board's prohibition of the possession, sale, transfer, distribution, or use of controlled substances excluding alcohol; drugs which require a physician's prescription or the possession of which is prohibited by law, or those classified as "designer drugs". Also prohibited is the sale of any substance represented by the student to be a controlled substance; the use of any legal substance to attain a mood-altering effect; and the possession of any equipment or device for preparing or taking drugs.

Electronic Communication: Includes, but is not limited to, a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.

Expulsion: The removal from all school settings for a period of not less than one (1) school semester.

Fighting (Mutual Altercation): To strive to overcome a person by blows with malice or intent to harm; engaging in a fistic encounter.

Firearm: Means any pistol, revolver, rifle, shotgun, machine gun, submachine gun, blackpowder 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.

Forgery: The making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.

Gambling: Any participation in games (or activities) of chance for money and/or other things of value.

Harassment/Intimidation: Using repeated unwelcome remarks to annoy, demean, or ridicule another; forcing another to do something or preventing another from doing something by threatening, bullying, or making him/her afraid.

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

Homicide (killed on campus): Murder and non-negligent manslaughter, killing of one human being by another; killing a person through negligence.

In-School Suspension (ISS): The removal of a student from his/her normal classroom setting but maintaining him under supervision within the school. Students participating in in-school suspension shall receive credit for work performed during the in-school suspension. However, any student who fails to comply fully with the rules for in-school suspension may be subject to immediate out-of-school suspension.

Jean Material: Denim or corduroy material.

Kidnapping: The unlawful seizure, transportation and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s)/guardian(s) or legal guardian(s).

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle; including, but not limited to, cars, trucks, motorcycles, and mopeds.

Ornate: More than one (1) bracelet/necklace, more than two (2) rings per hand, more than two (2) earrings per ear, large, dangling, or bright objects that are distracting or noisy.

Out-of-School Suspension: The removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities.

Oversized Uniform: More than one size larger.

Progressive Discipline: Consequences for the same repeated offense become more serious each time.

Restitution: Restoring or paying for damaged or stolen property.

Robbery/Extortion (Using Force): The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force, or threat of force or violence, and/or putting the victim in fear.

Saturday School: An alternative to out-of-school suspension where students attend school on Saturday under supervised conditions.

School Day: That portion of the day during which school is actually in session.

Serious Breach of Conduct: Misconduct including, but not limited to, willful disobedience, open defiance of authority of a staff member violence against persons or property, or any other act which substantially disrupts the orderly conduct of the school.

Sex Offenses: Sexual behavior or conduct without force or threat of force and where the victim is capable of giving consent; includes, but is not limited to, indecent exposure, obscenity, and the possession or distribution of pornographic materials.

Sexual Battery (Includes Attempted): Any sexual act directed against another person, forcibly and/or against the person's will or not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or because of temporary or permanent mental incapacity.

Sexual Harassment: Violation of Board policy prohibiting sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical contact of a sexual nature when such conduct substantially interferes with a student's academic performance or creates an intimidating, hostile, or offensive school environment. It includes, but is not limited to, verbal harassment or abuse, pressure for sexual favors or demeaning implications, unwelcome or inappropriate touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats.

Skipping: Unexcused absence(s) from class period(s) or unexcused absence(s) for school days.

Smoking/Tobacco: Violation of the Board's prohibition of the use, possession, distribution, and sale of tobacco products on school property, at school functions, on school buses, or at extracurricular/co-curricular activities.

Stealing: See Theft.

Straight Legged Pants: The measurement of the cuff from seam to seam is less than or equal to the measurement from seam to seam at the knee.

Sweatshirts: Must have a ribbed collar; therefore, it is impossible to have a hooded sweatshirt.

Tardy: Leaving or checking out of school unexcused prior to dismissal time.

Theft/Larceny (Personal or School Property): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another person; including, but not limited to, pocket-picking, purse or backpack snatching, and theft of bicycle.

Trespassing: To enter or remain on public school property without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion.

Unsafe Act/Action: Any behavior which compromises the safety of any individual including, but not limited to, hitting, kicking, or slapping others.

Vandalism: The willful and/or malicious destruction, damage, or defacement of public or private property without the consent of the owner or the person having custody or control of it; includes graffiti.

Weapons (Other than Firearms): Violation of the Board's prohibition of any pointed, sharp, or blunt instrument which has no legitimate educational purpose for the student at school, and items that closely resemble weapons (look-alike) or operate similarly, such as pellet guns, BB guns, and starter pistols; also prohibited in the use as a weapon, e.g. rocks, pens, pencils.

Work Detail: Supervised activities related to the upkeep and maintenance of school facilities, as an alternative to other disciplinary responses.