Welcome to the 2016-17 school year! We are looking forward to a great year as we strive to provide a quality education for our students. This Handbook is designed to provide information regarding Tangipahoa Parish School System (TPSS) policies and procedures. Please review the information and keep the Handbook for future reference; however, please remember that changes and/or updates may occur at any time, so check with your local school administrator for the most up-to-date information. Let’s work together to make this a great school year!

Mark Kolwe, Superintendent

TANGIPAHOA PARISH SCHOOL BOARD MEMBERS (2015-18)

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Ponchatoula, Louisiana 70454

MISSION STATEMENT

The Tangipahoa Parish School System, in partnership with the community, is committed to provide strong instructional leadership, a safe and orderly environment, high expectations, and a system to measure achievement that enables each student to achieve at his/her maximum intellectual capacity and to become an independently contributing, responsible member of society.
TPSS
2016-17
SCHOOL
CALENDAR

This calendar reflects 2 built-in emergency days. If additional days are needed, make-up days will be taken from holidays. Should state testing conflict with the proposed Easter/Spring Break holidays, the holidays will be adjusted accordingly.

2016-17 TESTING SCHEDULE

<table>
<thead>
<tr>
<th>GRADE LEVEL(S)</th>
<th>CONTENT</th>
<th>DELIVERY</th>
<th>TEST DATE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-8, 10</td>
<td>English and Math (LAA 1)</td>
<td>PBT</td>
<td>Window: February 6-March 17</td>
</tr>
<tr>
<td>4, 8, 11</td>
<td>Science (LAA 1)</td>
<td>PBT</td>
<td></td>
</tr>
<tr>
<td>K-12</td>
<td>English Language Learners (ELDA)</td>
<td>PBT</td>
<td></td>
</tr>
<tr>
<td>4, 8, 12 sampled schools</td>
<td>English, Math, Science (NAEP)</td>
<td>PBT</td>
<td>Window: January 23- March 3</td>
</tr>
</tbody>
</table>

GRADES K-8

<table>
<thead>
<tr>
<th>GRADE LEVEL(S)</th>
<th>CONTENT</th>
<th>DELIVERY</th>
<th>TEST DATE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PK-K</td>
<td>Kindergarten Readiness DSC</td>
<td>N/A</td>
<td>Fall Data Entry: September 30</td>
</tr>
<tr>
<td>K-3</td>
<td>K-3 Literacy Assessment DIBELS</td>
<td>PBT</td>
<td>Fall Data Entry: September 30</td>
</tr>
<tr>
<td>3-8</td>
<td>LEAP (English, Math, Social Studies)</td>
<td>PBT (grades 3-4)*</td>
<td>PBT Window May 1-May 5</td>
</tr>
<tr>
<td>3-8</td>
<td>LEAP Science</td>
<td>CBT (grades 3-8)</td>
<td>CBT Window: April 3-May 5</td>
</tr>
</tbody>
</table>

GRADES 9-12

<table>
<thead>
<tr>
<th>GRADE LEVEL(S)</th>
<th>CONTENT</th>
<th>DELIVERY</th>
<th>TEST DATE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-12 as applicable (also middle school Carnegie courses)</td>
<td>English, Math, Science and Social Studies (EOC)</td>
<td>CBT</td>
<td>Fall Window: November 28-December 14</td>
</tr>
<tr>
<td>9-12 as applicable</td>
<td>ACT</td>
<td>PBT</td>
<td>March 21 Makeup: May 3</td>
</tr>
<tr>
<td>11 as applicable</td>
<td>WorkKeys</td>
<td>CBT</td>
<td>Open Window: Complete by May 12</td>
</tr>
<tr>
<td>9-12 as applicable</td>
<td>CLEP (variety of subjects)</td>
<td>CBT</td>
<td>Open Window: Complete by May 12</td>
</tr>
<tr>
<td>9-12 as applicable</td>
<td>AP (variety of subjects)</td>
<td>PBT</td>
<td>May 2-13</td>
</tr>
</tbody>
</table>

DISTRICT ADMINISTERED

<table>
<thead>
<tr>
<th>GRADE LEVEL(S)</th>
<th>CONTENT</th>
<th>DELIVERY</th>
<th>TEST DATE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 (re-testers only)</td>
<td>GEE</td>
<td>PBT</td>
<td>Offered twice yearly as determined by LEA</td>
</tr>
<tr>
<td>10-12 (students entering high school cohort prior to Fall 2014)</td>
<td>LAA2</td>
<td>PBT</td>
<td>Offered three times yearly as determined by LEA</td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

- Attendance ........................................................................................................... 7
- Child Nutrition ..................................................................................................... 19
- Curriculum & Instruction .................................................................................. 23
- Discipline ........................................................................................................... 10
- Dress Code .......................................................................................................... 9
- TPSS Schools (2016-17) .................................................................................... 34
- Medication Administration Guidelines .............................................................. 16
- Parent/Student/Teacher Compact Sample ......................................................... 4
- School Calendar .................................................................................................. 2
- Student Enrollment & Admissions ..................................................................... 5
- Student Progress Center .................................................................................... 4
- Tangipahoa Parish School Board Policies ......................................................... 26
- Tangipahoa Parish School System App .............................................................. 19
- Tangipahoa Parish School System Text Messaging .......................................... 19
- Technology .......................................................................................................... 17
- Testing Schedule ................................................................................................. 2
- Title I Parent Centers ......................................................................................... 4
- Transportation ..................................................................................................... 21
STUDENT PROGRESS CENTER

The TPSS is committed to including parents in the educational process. One way to keep parents connected is through a web application called “Student Progress Center.” The purpose of this online system is to allow parents a safe and secure means (that protects the data and ensures privacy) to review their child's class assignments, grades, attendance records, discipline, transcripts, fees, and other information so that they may monitor their child's progress in school. Current grades are posted for every subject a student takes. Once teachers enter test and assignment grades, the student's average is shown to allow parents the ability to monitor progress in each subject. For more information regarding the Student Progress Center, parents should contact their child's school. Forms and user guides may be found at www.tangischools.org under “Resources/For Parents.”

TITLE I PARENT CENTERS

<table>
<thead>
<tr>
<th>C. M. Fagan Service Center</th>
<th>Roseland Montessori</th>
<th>O. W. Dillon Elementary</th>
</tr>
</thead>
<tbody>
<tr>
<td>47439 North Oak Street</td>
<td>12516 Time Avenue</td>
<td>1459 Service Road</td>
</tr>
<tr>
<td>Hammond</td>
<td>Roseland</td>
<td>Kentwood</td>
</tr>
</tbody>
</table>

Research shows that family involvement in a child’s learning is critical to achieving a high quality education. Title I Parent Centers encourage and support efforts by families to take a more active role in their child’s learning. Our goals are to offer parent training sessions to guide parents in helping their children with school work, to guide parents in preparing their young children for future entry into the School System, to loan educational materials to parents, and to provide individual consultations as needed. The Title I Parent Centers follow the Tangipahoa Parish School Calendar. All parents whose children attend Title I schools or meet the guidelines of targeted assistance programs are eligible to use this free service. Children do not have to be school age. Parent Centers have readiness materials for young children residing in Title I zones. Parent Centers are federally funded. Parent Centers offer computer training, computer lab (limited seating), and student workbooks for summer review, as well as educational materials for loan. Individual consultations are given daily to parents seeking guidance in improving their child’s academic skills.

TPSS STATEMENT OF COMPLIANCE - PARENT/STUDENT/TEACHER COMPACT

In compliance with Louisiana R.S. 17:235-2 (grades 1-12) and the No Child Left Behind Act of 2001 relative to commitment by school students and their parents or guardians, the Tangipahoa Parish School System has written a signed statement of compliance as required by law. This compliance statement is in regard to school attendance, homework assignments, and school rules.

A. STUDENT AGREEMENT: As a student, I will do the following: 1) attend school daily except when absent for reasons due to illness or other excused absences; 2) arrive at school on time each day; 3) demonstrate significant effort toward completing required homework assignments; and 4) follow school and classroom rules.

Signature of Student ___________________________  (parent may sign for students in grades 1-3)  Date _______________

B. PARENT/GUARDIAN AGREEMENT: As a parent/guardian, I agree to the following: 1) I will ensure that my child attends school daily except for reasons specified in A.1 of the Student Agreement; 2) I will ensure that my child arrives at school on time each day; 3) I will ensure that my child completes his or her homework assignments; and 4) I will attend all required parent and teacher or principal conferences.

Signature of Parent/Guardian ___________________  Date _______________

C. TEACHER/PRINCIPAL AGREEMENT: As a teacher/principal, I agree to the following: 1) I agree to be available on the first day of school to answer questions relative to the statements of compliance; 2) I agree to support the success of students in school; 3) I agree to provide students with an environment conducive to learning; 4) I agree to notify parents of student’s progress and attendance; and 5) I agree to provide time for parent/teacher conferences.

Signature of Teacher ___________________________  Date _______________
Signature of Principal ___________________________  Date _______________
The Board requires every student attending a school in the District, and every student seeking initial enrollment in the District
to complete online registration and provide proof of residency. All children (including Pre-K & K) enrolling in Tangipahoa Parish
public schools are required to meet pertinent eligibility requirements. No student will be excluded from the appropriate school
within the school district except by due process or failure to meet specifications of Board policies. The Board recognizes that
providing equality of educational opportunities for all children requires objectivity. The Board is equally concerned that all
admission policies adhere strictly to applicable legal requirements, e.g. health-related standards. Each student entering the
District for the first time or re-entering after interrupted attendance will be required to follow the procedures below:

Go to www.tangischools.org and click on the Registration Gateway image to learn more about registration and to begin online
registration. Parents/guardians will complete the registration process by making an appointment with a registrar by calling (985) 474-
8690 or (985) 474-8691 between the hours of 8:00 a.m. and 4:00 p.m. and bringing the following documents to the appointment.

1. Parent/guardian photo ID.
2. Student’s original birth certificate.
3. Student’s immunization record.
4. Student’s social security card (if available).
5. Two (2) proofs of residency in the name of the parent/guardian with physical 911 address (Post office boxes are not accepted.):
   - property tax record
   - mortgage document or property deed
   - Apartment or home lease or notarized statement of the verified property owner identifying himself/herself as the
     property owner, describing the property, the term of lease, and identifying the leaseholder
   - Current utility bills showing the physical residence address in the name of the parent/guardian
6. In the case of a student living with a legal guardian, the court decree declaring the district resident to be the legal guardian of the
   student must be presented.
7. A copy of the IEP or IAP, if applicable.
8. Custody papers if parents are separated or divorced or if the child lives with a legal guardian.

**BIRTH CERTIFICATE** (required for first time entry into school and for all transfers): All children must present their official birth certificate
to the registrar at the time of enrollment. A copy of the certificate will be placed in the student’s cumulative folder as a permanent record.
Only records from an official register of vital statistics will be accepted. If no birth certificate is presented at the time of registration, an
application for an official birth certificate will be available to parents at the Registration Center. Parents or guardians must pay the required
fee and the registrar will mail the application to the Bureau of Vital Statistics for the parent. A copy of the application must be placed in the
student's cumulative folder until a copy of the official birth certificate replaces the application copy. A copy of the birth certificate will remain
in the student's cumulative folder throughout the student's school life. If no birth certificate is presented or the parent does not complete
an application for the birth certificate, the student will not be registered for school and the principal will notify the TPSS Child Welfare and
Attendance Department.

**IMMUNIZATION RECORD** (required for first time entry into school and for all transfers): All persons entering school (pre-school,
kindergarten, elementary, or secondary) for the first time, at the time of registration or entry, must present satisfactory evidence of immunity
to or immunization against vaccine-preventable diseases according to a schedule approved by the Office of Public Health, Department of
Health and Hospitals, or must present evidence of an immunization program in progress. A current immunization record documented on a
State of Louisiana Universal Certificate of Immunization is the preferred record of documentation.

**SOCIAL SECURITY CARD:** The Board asks all children, including kindergarten, to present an original social security card at the time of
registration if it is available. A copy of the social security card (if available) will be placed in the student’s cumulative folder as a permanent
record. The social security number will be applied to all documents and permanent records pertaining to each individual student as a method
of identification. If no social security card is presented at the time of registration, an application for a social security card will be made
available in the school office and a state identification number will be assigned to the student and will be used in lieu of a social security card.
No student will be required to obtain a social security card for purposes of admission to Tangipahoa Parish public schools. School
principals and all teachers will be responsible for checking students’ records to assure that the provisions of this section are enforced.
ENROLLMENT OF HOMELESS or UNACCOMPANIED YOUTH: Homeless or unaccompanied youth will be enrolled according to McKinney-Vento requirements and will be referred to Robin Davis, TPSS Homeless Liaison, in order to identify services needed. The registrar will provide the required McKinney-Vento forms for parents to complete.

PRE-SCHOOL ROUND-UP: Pre-school round-up will be held prior to the new school year for children registering for pre-kindergarten or kindergarten. No child shall be registered at pre-school round-up without the following documents: birth certificate, certified copy of immunization record (State of Louisiana Universal Certificate of Immunization preferred), social security card (if available), and verification of residence.

FIRST GRADE: As a prerequisite to enrolling in the first grade, parents/guardians must present to school officials evidence of the child having attended at least a full-day public or private kindergarten for a full school year or evidence of the child satisfactorily passing academic readiness screening administered by the School System prior to the time of enrollment.

RESIDENCY VERIFICATION: All students seeking to enroll in the district shall be required to register at the school to which they are assigned according to the applicable attendance zone of their residence. School assignment is based only on the physical 911 street address that was entered by the parent/guardian as the student's residency address during online registration. All residency information will be examined and, if necessary, investigated to verify the actual residence of the students. Parents/guardians will be provided confirmation of the residency verification. If at any time the residency information is determined to be false or cannot be verified, the student will immediately be transferred to the correct school in the District or withdrawn and directed to enroll in the public school district of actual residence. Any person who presents or is complicit in the presentation and/or processing of any document that is falsified or otherwise constitutes a fraudulent document presented for the purpose of having a student assigned to a district school for which the student is not zoned to attend under the provisions of the order of the Court shall be subject to penalties for perjury or for making a false statement in a federal legal proceeding. Any time there is a change of address, the parent must contact the Registration Center at (985) 474-8690 or visit the Registration Center at 711 W. Coleman Avenue, Hammond, or the Registration Office at 59656 Puleston Road, Amite. The parent will be required to provide 2 proofs of their new physical 911 address.

STUDENT TRANSFERS: No inter-district student transfers will be permitted. Students who do not reside in Tangipahoa Parish will not be allowed to attend TPSS public schools. The only student transfers that will be permitted are as follows:

- Majority-to-Minority (M-to-M): Majority-to-Minority transfers will be available for students whose race is in the majority at their home attendance zone school to transfer to a paired receiving school where their race is in the minority. Such students shall be granted such a transfer and be provided transportation to the transferred school. A student may be granted an M-to-M transfer to a non-paired school (a school other than the school or schools paired with the student’s home attendance zone school), but the parent will be responsible for transportation.

- Academic Transfers: Any high school student may seek a transfer for the purpose of enrolling in a JROTC program and/or an Advanced Placement or other advanced course, but only if such course is not offered at his or her home zoned school. The parent will be responsible for transportation.

- Magnet Transfers: Students may apply for a transfer from their home school to another school for the purpose of participating in a magnet program. All such applications shall be considered in accordance with the enrollment priorities and enrollment. Withdrawal and retention in the program will be dependent upon the student complying with the Magnet Contract. The District will provide transportation or compensation (if bus transportation is not available) to all students who are granted magnet transfers.

- Resident’s Choice Not To Participate in Magnet Program Transfers: If the parent of a student whose home zoned school is a magnet school does not wish to have his or her child enrolled in the Magnet Program and there is no alternative program at the home school, the parent may seek a transfer to a school in proximity to their residence. However, the transfer must either be Majority-to-Minority (M-to-M) or must not result in a school becoming racially identifiable. The parent will be responsible for transportation.

- Child of TPSS Employee: Regardless of residence within or outside the District, children of school administrators, teachers, other faculty members, non-instructional support personnel, and other personnel assigned to a particular school shall be permitted to attend the school to which the parent is assigned and schools within the parent’s school feeder pattern. Transportation will be provided by the parent at no cost to the District.

- Extraordinary Circumstances/Hardship Transfers: There are some situations which do not fall within any of the student transfer provisions listed above but where the parent of a student feels that there are extenuating circumstances warranting the transfer of that student. In these cases, the parent may request a Hardship Transfer. The Chief Desegregation Implementation Officer will review the request and any supporting documentation and has the right to request additional documentation relative to the need for the transfer. A hardship must relate to the health and safety of the student, but does not include after school care.

- Junior and Senior Transfers: Students entering into the eleventh or twelfth grade in the 2016-17 school year who would otherwise be assigned to a different high school than the one in which they were enrolled in the 2015-2016 school year will be permitted to apply for a Junior and Senior Transfer to continue his or her current enrollment.
TRANSFER OF EXCEPTIONAL STUDENTS: Exceptional students with a current Individual Education Plan (IEP) who transfer for any reason from one approved public school to another within the parish or from another Louisiana school system will be placed in the appropriate special education program as specified on the Services/Placement Section of the Individual Education Plan (IEP) within 5 days of enrollment. Exceptional students who transfer from out of state, migrant and/or private school must present documentation of a current IEP and/or individual evaluation that meets Bulletin 1508 eligibility requirements from the transferring school. Students with this documentation will be placed in the appropriate special education program as specified on the IEP within 10 days of enrollment. Upon receipt of an individual evaluation, the verification of eligibility for special education placement must include: 1) a review of the multi-disciplinary evaluation report to determine compliance with Bulletin 1508..Eligible students will be referred to the IEP Committee who will meet and determine appropriate special education placement within 10 calendar days. Ineligible students will be referred to the School Building Level Committee for processing in accordance with Bulletin 1508; and 2) An out of state transfer student whose evaluation does not meet Bulletin 1508 but who exhibits a low-incidence disability condition will be placed on an interim IEP for 60 days in order for the individual evaluation to be completed. Upon completion of the individual evaluation, an initial IEP will be completed if 1508 criteria are met.

When a previously identified exceptional student enters school from a home study plan, his or her evaluation will be reviewed by Pupil Appraisal Personnel. If the evaluation is current (within the last 3 years), an IEP meeting will be held within 30 calendar days to determine placement. Students whose multi-disciplinary evaluation has expired (3-year timeline) shall be placed in the regular education program in accordance with local policy. The student will be referred to the School Building Level Committee to initiate a reevaluation to determine the need for special education and/or related services. No student who has been expelled in accordance with state law from any school in the state will be admitted to any school in the TPSS except upon the review and approval of the Board. No student who has been expelled from any school outside the state of Louisiana or any nonpublic school within Louisiana for committing any of the offenses enumerated in state law shall be admitted to any school in the TPSS except upon the review and approval of the governing body of the admitting school.

STUDENTS WHO WITHDRAW FROM THEIR CURRENT SCHOOLS DURING THE SCHOOL YEAR: The parent will notify the current school, return any textbooks, and pay any outstanding fees. After withdrawing from the current school, if the student will attend another TPSS school, the parent will report to the Registration Center at 711 West Coleman, Hammond or the Registration Office at 59656 Puleston Road, Amite to complete registration. Parents will no longer register at the schools. Parents will bring the 2 required proofs of residency, their photo ID, and any custody documents if a legal guardian is registering the student.

In accordance with state law, it is the responsibility of every parent, tutor, or legal guardian of a child between the ages of 7 and 18 to enforce the attendance of his/her child at the school to which the student is assigned. Once a pupil arrives at school, he/she is expected to remain and attend each class throughout the day. Compulsory attendance laws and Louisiana Board of Elementary and Secondary Education (BESE) regulations require high school students to be in attendance a minimum of 30,060 minutes (equivalent to 83.5 six-hour school days) per semester or 60,120 minutes (equivalent to 167 six-hour school days) a school year for schools not operating on a semester basis in order to be eligible to receive credit for courses taken. Elementary students shall be in attendance a minimum of 60,120 minutes (equivalent to 167 six-hour days) a school year in order to be eligible to receive credit for courses taken. Students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The makeup sessions must be completed before the end of the current semester and all other applicable policies must be met.

STUDENT ABSENCES AND EXCUSES: The Tangipahoa Parish School Board recognizes that the fundamental right to attend the public schools places upon students the accompanying responsibility to be faithful in attendance. Regular attendance can be assumed to be essential for a student’s successful progress in the instructional program. The principal of a school or his/her designee, shall notify the parent or legal guardian in writing on or before a student’s third unexcused absence or unexcused occurrence of being tardy and shall hold a conference with such student’s parent or legal guardian. This notification shall include information relative to the parent or legal guardian’s legal responsibility to enforce the student’s attendance at school and the civil penalties that may be incurred if the student is determined to be habitually absent or habitually tardy. The student’s parent or legal guardian shall sign a receipt for such notification. Each school shall attempt to provide verbal notification to a child’s parent, tutor, or legal guardian, and, if such verbal notification cannot be provided, then the school shall provide written notification to a child’s parent, tutor or legal guardian when that child has been absent from school for 5 school days in schools operating on a semester basis and for 10 days in schools not operating on a semester basis. The accumulation of days absent need not be consecutive. No public elementary or secondary school pupil shall be permitted for any reason to absent himself/herself from school attendance during the school day upon his/her own authority. The principal or designee shall make all reasonable efforts to verbally notify the parent or other person responsible for the pupil’s school attendance of any such prohibited absence by a pupil.
The attendance of all students will be checked each school day and at the beginning of each class period and will be verified by the teacher keeping the record, which shall be open to inspection by the Supervisor of Child Welfare and Attendance or duly authorized representative at all reasonable times. All schools shall immediately report to the Supervisor of Child Welfare and Attendance any unexplained, unexcused or illegal absence, or habitual tardiness. The Supervisor of Child Welfare and Attendance shall, after written notice to the parent or legal guardian of a child or a personal visit of notification, report any such child who is habitually absent or habitually tardy to the family or juvenile court of the parish as a truant child, there to be dealt with in such manner as the court may determine. The types of absences are as follows:

1. **NON-EXEMPTED EXCUSED ABSENCES:** absences incurred due to personal illness or serious illness in the family (documented by acceptable excuses, including parent notes) which are not considered for purposes of truancy, but 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.

2. **EXEMPTED EXCUSED ABSENCES:** absences which are not considered for purposes of truancy and which are not considered when determining whether 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.

3. **UNEXCUSED ABSENCES:** any absence not meeting the requirements set forth in the excused absence and extenuating circumstances, including but not limited to absences due to any job unless it is part of an approved instructional program. Students will be given failing grades for those days missed and will not be given an opportunity to make up work.

4. **SUSPENSION:** a non-exempted absence in which a student is allowed to make up his work and is eligible for consideration for credit provided it is completed satisfactorily and in a timely manner. The absence is considered when determining whether a student may or may not be promoted, but is not considered for purposes of truancy. Students absent from school as a result of any suspension will be counted absent.

Exceptions to the attendance regulation shall be the extenuating circumstances listed below that are verified by the Supervisor of Child Welfare and Attendance or school principal/designee where indicated. These exempted absences do not apply in determining whether a student meets the minimum minutes of instruction required to receive credit.

1. Extended personal physical or emotional illness as verified by a physician or nurse practitioner licensed in the state.
2. Extended hospital stay in which a student is absent as verified by a physician or dentist.
3. Extended recuperation from an accident in which a student is absent as verified by a physician, dentist or nurse practitioner licensed in the state;
4. Extended contagious disease within a family in which a student is absent as verified by a physician or dentist licensed in the state.
5. Observance of special and recognized holidays of the student's own faith.
6. 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 5 school days per school year.
7. Absences as verified by the principal or his/her designee as follows: prior school system-approved travel for education; death in the immediate family (not to exceed 1 week); or natural catastrophe and/or disaster.

For any other extenuating circumstances, the student's parents or legal guardian must make a formal appeal in accordance with the due process procedures established by the TPS. 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 makeup work or pass the course.

**ABSENCE DUE TO SCHOOL-APPROVED ACTIVITIES:** Students participating in school-approved field trips or other instructional activities that necessitate their being away from school shall be considered to be present and shall be given the opportunity to make up work.

**ABSENCE OF STUDENTS WHO ARE EMPLOYED AS CHILD PERFORMERS:** Minors employed to perform or render artistic or creative services under a contract or employment arrangement for two (2) or more days within a 30-day period must receive instruction pursuant to statutory provisions.

**WRITTEN EXCUSES:** For a student to be eligible to receive credit and make up work following an absence, the student shall be required in each instance to submit parental confirmation of the reasons for the absence. If a student is tardy or absent, the parent or guardian must submit a written excuse, signed and dated, to school authorities upon the student's return to classes, stating the reason for the student's absence from school. A doctor, dentist or nurse practitioner's written statement of student's incapacity to attend school shall be required for those absences for 3 or more consecutive days due to illness, contagious illness in a family, hospitalization, or accidents. All excuses for a student's absence, including medical verification of extended personal illness, must be presented within 7 school days of the student's return to school or the student's absence shall be considered unexcused and the student will not be allowed to make up work missed.

**APPEAL OF ABSENCES:** When a student exceeds the maximum number of absences allowed, the parents or student may make a formal appeal to the principal if they feel any of the absences are because of extenuating circumstances. If they feel that the decision is unfavorable, they shall appeal to the Superintendent or his/her designee. After a review by the Superintendent or his/her designee, a decision shall be made and communicated to the parents/legal guardians by letter. High school students in danger of failing due to excessive absences may be allowed to make up missed time in class sessions held outside the regular class time. The make-up sessions must be completed before the end of the current semester and all other applicable policies must also be met.
TARDINESS: A student shall be considered tardy to class if he or she is not in the classroom when the bell to begin class ceases. A student shall be considered tardy to school if he or she is not in his or her homeroom/first period class when the bell to begin homeroom/first period class ceases. “Tardy” shall also mean leaving or checking out of school unexcused prior to the regularly scheduled dismissal. There should be an emergency or doctor’s appointment in order to check a student out early. Early dismissal shall be treated the same as tardiness on a per semester basis. Perfect attendance should not be granted to persons who leave early except in extenuating circumstances as determined by the principal. Teachers should be sure to document the roll book for students leaving early. Habitual tardiness on the part of students will not be tolerated. Students who exhibit habitual tardiness will be subject to disciplinary action that is appropriate under the circumstances. Parents of students who continue to be tardy shall be notified for a conference with the principal, and the student may be subject to suspension from school and the parent/legal guardian subject to court fines or community service.

The dress and grooming of students shall be that which, in the opinion of the ordinary reasonable person, contributes to the health and safety of the individual, and which is non-disruptive to the educational activities and processes of a school. No mode of attire that disrupts the classroom and/or the school's positive learning environment will be considered proper for school wear. All articles of clothing must be worn as intended by design. The Superintendent or his/her designee must approve any modifications to the Student Dress Code.

- No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbol, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang-related activities or which exhibit profane or obscene language and/or gestures.

- No hats, caps, or other headwear shall be worn on school campuses on regular school days, except when a medical condition or religious belief so warrants.

- Hairstyles shall be clean, neatly groomed and shall not distract from the learning environment nor be a safety factor for any of the school's curricular offerings. Any hairstyle - including any hair color (other than a naturally occurring color) that distracts from the unique environment of the school will be dealt with by the principal (or designee) of that school.

- Beards will not be allowed. Mustaches must be clean, neatly groomed and must not distract from the learning environment nor be a safety factor for any of the school's curricular offerings.

- Earrings may be worn in ears by females only. Females in grades Pre-K-6 may wear stud earrings only. Male students will not be allowed to wear earrings at school or at any school-related activity.

- Students who participate in extracurricular activities (cheerleaders, spirit group dancers, band members, and/or other drill teams) may not wear the group's uniform to class.

The Superintendent and/or his/her designee will consider for approval all deviations to the uniform policy for special occasions or events upon written request from the school principal for the following reasons:

1. Positive Behavior Support: Once per six weeks, to reward students for good behavior, students may wear their school uniform pants and a school “spirit” shirt.

2. Charity Events: Twice per year, for a consistent fee established by the Superintendent and used throughout the School System, students may wear jeans with a school uniform shirt. Staff members may also wear jeans for these special events.

If there are questions regarding student dress and grooming, the principal of each school (or his/her designee) will make the final decision as to what is considered proper or improper dress according to the guidelines provided. Violations of the Student Dress Code will be handled as follows:

1st VIOLATION: The student will be sent to the office. If the determination is made that the student is in violation of the TPSS Dress Code, the student's parents/guardians will be notified of the violation and requested to bring the proper clothing to the school. If the parents/guardians cannot be contacted by phone or if proper clothing is not brought to the school, the student will be sent to a designated area determined by the principal/designee. A letter will be sent to the parents/guardians notifying them of the violation and reminding them that future dress code violations will result in suspension of the student.

2nd VIOLATION: The student may be suspended for 1 day due to disrespect for authority.
SCHOOL UNIFORM REGULATIONS

PANTS: All students’ pants must be khaki or navy color twill “slacks” with or without pleats, with or without belt loops, with or without pockets. Pants must be worn at the waistline. No sagging, over-sized, wide-legged, bell bottom, cargo, safari, joggers, or carpenter pants will be allowed. Pants must be bought in the child’s appropriate size. If pants have belt loops, students must wear a belt. No jeans of any color will be allowed.

SHORTS: Students (Pre-K-12) may wear khaki or navy color twill, loose-fitting, knee-length walking shorts.

SKIRTS or SKORTS: Students may wear khaki or navy color twill skirts or skorts.

JUMPERS: Students may wear basic khaki or navy twill A-line or bib jumpers.

SHIRTS and BLOUSES: Shirts may be long or short sleeved (no sleeveless garments) polo (pull over) style or oxford (button up) style, white or navy color shirts. Turtleneck shirts, sleeveless shirts, or shirts with a zipper are not acceptable. Elementary girls have the option of wearing a white, button up blouse with a “Peter Pan” collar. Each school shall have the option of a school color shirt to wear at the discretion and approval of the school principal in lieu of a regular school uniform shirt. Solid white, long or short-sleeved T-shirts may be worn under regular uniform shirts and the sleeves of the “undershirt” may extend past the sleeve of the top uniform shirt. (Thermal underwear and turtleneck shirts are not allowed.) All shirt tails must be tucked inside garments. No midriff shirts or blouses shall be worn.

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

OUTER GARMENTS: Students may wear heavy coats or jackets of any color or style inside and outside of school classrooms/buildings. If the outer garment is a pullover including sweaters, jackets, vests or windbreakers that do not zip or button from the bottom up, it must be navy, white, or the school-chosen color. Coats, jackets, and/or pullover garments may not have inappropriate insignia, logos, or language. Dusters and trench coats will not be allowed. Jackets or sweatshirts with a hood may be allowed for indoor wear with the stipulation that hoods will be removed upon entering a building. A regulation uniform shirt must be worn under all outerwear. Students will be allowed to wear school-sponsored organization (FFA, BETA, athletic, etc.) jackets, sweatshirts and sweaters inside buildings and classrooms with the stipulation that the garments should be blue, white, or the school chosen color.

SHOES: All shoes must have a closed back and front. No sandals, wedged soles, platforms, high heels, crocs, slippers, shower shoes, flip flops, or knee-high shoes will be allowed.

Discipline CENTRAL OFFICE CONTACTS:

Byron Hurst, Director
Telephone: 985-748-2465
Email: Byron.Hurst@tangischools.org

Brandi Gonzales, Supervisor
Telephone: 985-748-2428
Email: Brandi.Gonzales@tangischools.org

Discipline may be defined as those actions that teachers, administrators, support staff, and parents employ to teach students the essential skills necessary for academic and social success.

School administrators are responsible for defining, teaching, modeling, and supporting appropriate student behaviors to create positive school environments. Other responsibilities are as follows:

1. Distribute the Student Code of Conduct to students, parents and all school personnel.

2. Implement the Student Code of Conduct in a fair and consistent manner.

3. Review discipline referrals and determine appropriate intervention and/or corrective strategy/consequence.

4. Use professional judgment to prevent minor incidents from becoming major challenges.

5. Identify appropriate training and resources as needed to implement positive behavior interventions and supports.
6. Implement Board policy in a fair and consistent manner.
7. Maintain accurate personal discipline data of students.
8. Ensure that behavior support plans for at-risk youths are implemented with high levels of integrity and compliance.
9. Monitor, support, and sustain the effective implementation and maintenance of PBIS.

RESPONSIBILITIES OF TEACHERS:
1. Define, supervise, teach, model, and support appropriate student behaviors to create positive school environments.
2. Use appropriate classroom management strategies to maintain a learning environment that supports academic success.
3. Teach and positively reinforce the Student Code of Conduct.
4. Provide corrective instruction to students who demonstrate challenging behavior.
5. Use a variety of activities in the classroom that increase student engagement.
6. Address infractions through a variety of interventions including positive behavior interventions and supports as well as the use of alternatives to suspension and expulsion.
7. Use professional judgment to prevent minor incidents from becoming major challenges.
8. Request additional training or staff development as needed.

RESPONSIBILITIES OF STUDENTS:
1. The student will be obedient by following directions and doing what he/she is told to do in order to maximize classroom instructional time.
2. The student will be responsible by attending class daily, completing all assignments given, and following the dress code.
3. The student will be safe by not engaging in actions involving physical contact in which injury may occur to self or others such as hitting, kicking, pushing, etc.
4. The student will respect authority by not talking back, using scornful and/or mocking voice, and/or producing gestures that exceed basic community norms for decency towards staff when directions are given.

RESPONSIBILITIES OF PARENTS OR GUARDIANS:
1. Read the Student Code of Conduct.
2. Support your child in following the Student Code of Conduct.
3. Understand your child’s rights and responsibilities.
4. Teach your child to respect the rights of others.
5. Teach your child to respect school property and the property of others.
6. Recognize that school personnel must enforce the Student Code of Conduct.
7. Seek available resources to support your child within the school and the community.
8. Make sure your child comes to school every day on time and ready to learn.
9. Be committed and available to visit your child’s school, as necessary, to evaluate his/her academic and/or behavioral progress.

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS): Positive Behavior Intervention Support (PBIS) gives people a new way to think about behavior. PBIS is based on understanding why problem behaviors occur - the behavior's function. This approach to behavior can occur on a school-wide level, in a specific setting, classroom, or with an individual student. PBIS is the application of evidence-based strategies and systems to assist schools to increase academic performance, increase safety, decrease problem behavior and establish positive school cultures. The PBIS process results in the creation of effective intervention plans that will impede problem behaviors, teach new skills, and create support systems for the student. On a school-wide level, PBIS relies on accurate and reliable discipline referral data to understand the behaviors occurring across campus. An analysis of the data allows a school team to identify the problem areas, brainstorm interventions such as where and what to teach, reward the students exhibiting the expected behavior, and communicate findings to the staff, students, and families. PBIS provides a positive and effective alternative to the traditional methods of discipline. PBIS methods are research-based and proven to reduce significantly the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. PBIS is consistent with the Individuals with Disabilities Education Act, which advocates the use of positive behavior interventions and school-based disciplinary strategies that reduce or eliminate the need to use suspension and expulsion as disciplinary options.

CORRECTIVE STRATEGIES: Academic success is directly correlated with instructional time received by the student. In an effort to fully implement PBIS and reduce the loss of instructional time due to out-of-school suspensions and expulsions, the TPSS expects that each school will utilize a wide variety of corrective strategies that do not remove children from valuable instructional time. Corrective Strategies, also known as alternatives to suspension and expulsion, may include but are not limited to the following: 1) Contact and/or conference with parent/guardian; 2) Referral to the school counselor; 3) Schedule adjustment; 4) Saturday school; 5) Behavioral contracts and/or Behavior Support Plans; 6) Check-in/Check-out (CICO); 7) After School Detention; 8) Loss of Privilege; 9) Home/school Communication System; 10) Reflective Activity; 11) Referral to the Response to Intervention Team; 12) In School Isolation (ISI); 13) In School Detention (lunch detention, recess detention); or 14) Supervised Work Assignment; or 15) Transition Classrooms.
### MINOR INFRACTIONS (handled by the classroom teacher)

<table>
<thead>
<tr>
<th>STATE CODE</th>
<th>NAME of INFRACTION</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Willful disobedience</td>
<td>Deliberate choice to break a rule or disobey a directive given by a person in authority</td>
</tr>
<tr>
<td>02</td>
<td>Treats an authority with disrespect</td>
<td>Talking back, mocking, gesturing. Any act which demonstrates a disregard or interference with authority or supervising personnel.</td>
</tr>
<tr>
<td>19</td>
<td>Is habitually tardy and/or absent</td>
<td>Reporting late to school or class when the day/period begins without permission.</td>
</tr>
<tr>
<td>43</td>
<td>Improper dress</td>
<td>Out of dress code or ID violation.</td>
</tr>
</tbody>
</table>

### MAJOR INFRACTIONS (handled by the school administrator)

<table>
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<tr>
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<td>Talking back, mocking, gesturing. Any act which demonstrates a disregard or interference with authority or supervising personnel.</td>
</tr>
<tr>
<td>03</td>
<td>Makes an unfounded charge against authority</td>
<td>Accusing a member of school staff of an act that is unlawful and/or a violation of school rules or policy not supported by evidence. False statements or representations about individuals or identifiable groups of individuals that harm the reputation of the individuals or the group by demeaning them or deterring others from associating or dealing with them.</td>
</tr>
<tr>
<td>04</td>
<td>Uses profane and/or obscene language</td>
<td>Vulgar verbal messages, words or gestures that include swearing, or name calling.</td>
</tr>
<tr>
<td>05</td>
<td>Is guilty of immoral or vicious practices</td>
<td>Isolated incident that is unwelcome act or comment that is hurtful, degrading, humiliating or offensive to another person with a sexual, physical or racial component. Act that is dangerous, aggressive, or would be perceived as disturbing and not conforming to approved standard of social behavior and/or local community norms.</td>
</tr>
<tr>
<td>06</td>
<td>Is guilty of conduct or habits injurious to his/her associates</td>
<td>Any intentional but not malicious act that causes injury, damage, or pain to another.</td>
</tr>
<tr>
<td>07</td>
<td>Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form</td>
<td>The possession, use, cultivation, manufacturing, distribution, intent to distribute, concealment, sale, or purchase of any drug, narcotic, controlled substance, or any paraphernalia linked to above on school grounds, at school-sponsored events, or on school transportation vehicles.</td>
</tr>
<tr>
<td>08</td>
<td>Uses or possesses tobacco or lighter</td>
<td>The possession, use, purchase, intent to distribute, concealment, distribution or sale of tobacco products on school grounds, at school-sponsored events, or on school transportation vehicles.</td>
</tr>
<tr>
<td>09</td>
<td>Uses or possesses alcoholic beverages</td>
<td>The possession, use, purchase, intent to distribute, concealment, distribution or sale of alcohol products on school grounds, at school-sponsored events, or on school transportation vehicles.</td>
</tr>
<tr>
<td>10</td>
<td>Disturbs the school or habitually violates any rule</td>
<td>Behavior causing major disruption of instruction or any school activity and/or repeatedly violating any school rules in any area, includes but is not limited to sustained loud talking, yelling or screaming; noise with materials; and/or sustained out-of-seat behavior.</td>
</tr>
<tr>
<td>11</td>
<td>Cuts, defaces, or injures any part of public school buildings/vandalism</td>
<td>Damage, destruction, or defacement of property belonging to the school or others.</td>
</tr>
<tr>
<td>12</td>
<td>Writes profane and/or obscene language or draws obscene pictures</td>
<td>Writes or draws pictures, words, or images considered indecent or offensive (e.g., graffiti, letters, notes, posters, etc.)</td>
</tr>
<tr>
<td>13</td>
<td>Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code. &quot;Use of code 13 requires additional submission of the Weapon Type code.&quot;</td>
<td>Possessing weapon designed to expel a projectile by action of an explosive. (See any object described under &quot;Weapon Type Code&quot; in SIS User Guide.)</td>
</tr>
<tr>
<td></td>
<td><em>Use of this code requires &quot;Firearms and Explosives Weapon Code&quot; per SIS Code User Manual.</em></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Possesses firearms (not prohibited by federal law), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (excludes pocket knives with a blade length &lt; 2 ½ “ - refer to code 31).</td>
<td>Possesses firearms, knives or blades &gt; 2 ½ “ which may be used to inflict bodily injury or damage to property (i.e., any instrument, look-alike weapon or object not prohibited by federal law that can place a person in reasonable fear or apprehension of serious harm that is on a student's person or contained in the student's belongings, locker and/or storage space).</td>
</tr>
<tr>
<td></td>
<td><em>Use of this code requires &quot;Other Weapon Code&quot; per SIS Code User Manual.</em></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Throws missiles liable to injure others</td>
<td>Throws any object toward a person that is either heavy, sharp and/or otherwise perceived to be harmful or with such velocity and force that it would cause physical harm or precipitate a fight or campus disturbance. <em>Use of this code requires &quot;Other Weapon Code&quot; per SIS Code User Manual.</em></td>
</tr>
<tr>
<td>16</td>
<td>Instigates or participates in fights while under school supervision</td>
<td>A hostile confrontation with physical contact involving two or more individuals.</td>
</tr>
<tr>
<td>17</td>
<td>Violates traffic and safety regulations</td>
<td>To break any law that pertains to the obstruction and flow of traffic and/or safety regulations.</td>
</tr>
<tr>
<td>18</td>
<td>Leaves school premises or classroom without permission</td>
<td>Leaving the school campus and/or assigned classroom or location without permission and/or failure to return to school/class.</td>
</tr>
<tr>
<td>19</td>
<td>Is habitually tardy and/or absent</td>
<td>Reporting late to school or class when the day/period begins without permission.</td>
</tr>
<tr>
<td>20</td>
<td>Takes another person's property or possession without permission</td>
<td>Taking or obtaining the property of another without permission or knowledge of the owner without violence.</td>
</tr>
<tr>
<td>21</td>
<td>Commits any other serious offense</td>
<td>Any other serious offense not covered by any other of these codes.</td>
</tr>
<tr>
<td>22</td>
<td>Murder</td>
<td>Unlawful killing of another human being.</td>
</tr>
<tr>
<td>23</td>
<td>Assault and/or Battery</td>
<td>Aggressive action directed at school staff or students, which may involve threats and/or unwanted physical contact, while on school grounds, or at a school related activity, including a situation where a staff member is intervening in a fight or other disruptive activity.</td>
</tr>
<tr>
<td>24</td>
<td>Rape and/or Sexual Battery</td>
<td>Forced attempted or actual anal, oral, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or object.</td>
</tr>
<tr>
<td>25</td>
<td>Kidnapping</td>
<td>Intentional, forcible seizing and carrying of any person from one place to another without his consent.</td>
</tr>
</tbody>
</table>
MAJOR INFRACTIONS (handled by the school administrator)

<table>
<thead>
<tr>
<th>STATE CODE</th>
<th>NAME OF INFRACTION</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>Arson</td>
<td>Intentional damaging by any explosive substance or setting fire to any property of another, without the consent of the owner.</td>
</tr>
<tr>
<td>27</td>
<td>Criminal Damage to Property</td>
<td>Intentional damage by any means other than fire or explosion to any property that requires a report to law enforcement (R.S. 14:5 may co-occur with other violations).</td>
</tr>
<tr>
<td>28</td>
<td>Burglary</td>
<td>The unauthorized entering of any school structure, vehicle or property, movable or immovable, with the intent to commit a felony or any theft therein.</td>
</tr>
<tr>
<td>29</td>
<td>Misappropriation with violence to the person</td>
<td>Taking something of value using force, intimidation or weapons.</td>
</tr>
<tr>
<td>30</td>
<td>Discharge or use of weapon(s) prohibited by federal law</td>
<td>Discharge or use of weapon described under “Weapon Type Code” in SIS User Guide.</td>
</tr>
</tbody>
</table>
| 31         | Possesses pocket knife or blade cutter with a blade length < 2 ½" | Possesses pocket knife or blade cutter with a blade length < 2 ½ ".
| 32         | Serious Bodily Injury | An injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss of impairment of the function of bodily member, organ or faculty. |
| 33         | Use of OTC medication in a manner other than prescribed or authorized | The possession and/or distribution of any over-the-counter medicine whether prescribed or not without permission from school officials. |
| 34         | Possession of Body Armor | Possession, including the wearing of any type of gear that protects the person from attack by another. |
| 35         | Bullying/Harassment | Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student. |
| 36         | Cyber Bullying/Cyber Harassment | Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, through any use of technology. |
| 37         | False Alarm / Bomb Threat | Initiating a warning of fire or other catastrophe without valid cause, misuse of 911, bomb threats, or discharging a fire extinguisher. |
| 38         | Forgery            | To use, make, or reproduce another’s signature. |
| 39         | Gambling           | Wagering money or property. |
| 40         | Public Indecency   | Exposure of body parts such as genital / buttocks areas and female breasts in view of public. |
| 41         | Obscene behavior or Possession of Obscene/Pornographic Material | Engaging in behavior of a sexual nature including consensual sexual activity; Possession of sexual images in any form (e.g., computer, book, magazine, phone, drawing, etc.). |
| 42         | Unauthorized use of Technology | Use of pager/cellular telephone (texting, talking), camera or video device or other communication devices during the school day. |
| 43         | Improper dress     | Out of dress code or ID violation. |
| 44         | Academic dishonesty | Cheating that occurs in relation to a formal academic exercise and may include plagiarism, fabrication, or deception. |
| 45         | Trespassing Violation | Unauthorized entering onto school property by an individual who has been given prior legal notice that entry onto or use of the property has been denied, or who remains on the property once notified of the request to leave. This includes unauthorized presence of a student on school property while on a restrictive access, suspension, or expulsion. |
| 46         | Failure to Serve Assigned Consequence | Failure to serve Detention, Time Out Room, Saturday School, Suspension or other assigned consequences. |
| 47         | Misusing Internet  | Violating the district Internet Use Policy. |
| 8          | Sexual harassment  | Intimidation, bullying, or coercion of a sexual nature. |

**ASSERTIVE DISCIPLINE PLAN:** The Tangipahoa Parish School Board mandates that each school establishes a school-wide Assertive Discipline Plan with specific stated expectations. The goal of a school-wide Assertive Discipline Plan is to develop a systematic, consistent way in which to deal with discipline problems throughout the school. To accomplish this goal there must be a two-sided effort from the staff:

1. Every teacher will develop and post a classroom Plan, i.e. a set of rules, consequences and rewards that are in effect at all times in his/her classroom. Teachers are encouraged to write rules in a positive manner that will instill appropriate behavior patterns in students. (Plan shall meet with prior approval of principal.)
2. There must also be a school-wide plan that governs student behavior in all of the common areas in the school.
3. School rules must be posted in all common areas.
4. All parents will be contacted by homeroom teachers via phone within the first six (6) weeks of school and by all teachers as the need arises as evidenced by a Parent Log-in Sheet.

**ADMINISTRATOR'S ASSERTIVE DISCIPLINE LADDER:**

*(Does not include dress code, minor bus infractions and/or tardiness for kindergarten-grade 5.)*

The School Board has implemented the Assertive Discipline Plan for the treatment of students who violate school rules. Before a student is referred to the administrator for a violation of classroom rules, 5 steps designated by the classroom teacher will be followed in order to correct the student's discipline problem. Severe clause referrals will automatically be sent to the principal's office. The 5 steps are as follows:
STEP I: The Student Handbook will be reviewed with each student; both school and class rules will be reviewed. The student will be directed to inform his or her parents. The school will send a copy of the Assertive Discipline Policy to each parent. The school will contact parents and provide documentation of this contact and the student may receive 1 day of Positive Action Class (PAC).

STEP II: Teachers will contact parents by telephone, mail, or email and arrange a parent conference; parent conference with administrator/teacher; up to 2 days PAC and loss of privileges, or student may receive 1 day of Out of School Suspension (OSS).

STEP III: Administrator will contact parent by telephone or mail. Alternative disciplinary measures or PAC for up to 3 days or OSS for 1 day or any combination of PAC and OSS. The principal shall require a parent conference before the student can return to school. A student will be allowed to make up any work missed as a result of the parents’ failure to attend the conference.

STEP IV: Contact parent by telephone or mail. Up to 4 days of OSS or 5 days of PAC or any combination of the two based on the administrator's discretion. Parents to accompany student back to school for conference with principal.

STEP V: Contact parent by telephone or mail. OSS for up to 5 days or 5 days Conflict Resolution for designated offenses. Principal/designee must schedule a Step V conference with the student and parent prior to the student's return to school.

STEP VI: Contact parent by telephone or mail. OSS up to 9 days until a Due Process Hearing for Expulsion is held with the Supervisor of Child Welfare and Attendance. Fax Request Form to Supervisor of Child Welfare and Attendance requesting expulsion. A student may be recommended for expulsion at any time if the administrator feels the student's actions warrant such recommendation.

OFFENSES & CORRESPONDING DISCIPLINARY ACTION(S):

<table>
<thead>
<tr>
<th>STATE CODE</th>
<th>NAME OF INFRACTION</th>
<th>DISCIPLINE ACTION(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Willful disobedience</td>
<td>Steps 2-4</td>
</tr>
<tr>
<td>02</td>
<td>Treats an authority with disrespect</td>
<td>Steps 2-5</td>
</tr>
<tr>
<td>03</td>
<td>Makes an unfounded charge against authority</td>
<td>Steps 2-6</td>
</tr>
<tr>
<td>04</td>
<td>Uses profane and/or obscene language</td>
<td>Steps 2-4</td>
</tr>
<tr>
<td>05</td>
<td>Is guilty of immoral or vicious practices</td>
<td>Steps 2-6</td>
</tr>
<tr>
<td>06</td>
<td>Is guilty of conduct or habits injurious to his/her associates</td>
<td>Steps 2-6</td>
</tr>
<tr>
<td>07</td>
<td>Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form</td>
<td>Step 6</td>
</tr>
<tr>
<td>08</td>
<td>Uses or possesses tobacco or lighter, including electronic cigarettes and ALL nicotine delivery systems (vaping)</td>
<td>Steps 2-4</td>
</tr>
<tr>
<td>09</td>
<td>Uses or possesses alcoholic beverages</td>
<td>Step 6</td>
</tr>
<tr>
<td>10</td>
<td>Disturbs the school or habitually violates any rule</td>
<td>Steps 2-6</td>
</tr>
<tr>
<td>11</td>
<td>Cuts, defaces, or injures any part of public school buildings/vandalism</td>
<td>Steps 2-6 including restitution</td>
</tr>
<tr>
<td>12</td>
<td>Writes profane and/or obscene language or draws obscene pictures</td>
<td>Steps 2-6</td>
</tr>
<tr>
<td>13</td>
<td>Possesses weapon(s) as defined in Section 921 of Title 18 of the U.S. Code. Use of code 13 requires additional submission of the Weapon Type code.</td>
<td>Step 6</td>
</tr>
<tr>
<td>14</td>
<td>Possesses firearms (not prohibited by federal law), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length &lt; 2 ½ “- refer to code 31).</td>
<td>Step 6</td>
</tr>
<tr>
<td>15</td>
<td>Throws missiles liable to injure others</td>
<td>Steps 2-6</td>
</tr>
<tr>
<td>16</td>
<td>Instigates or participates in fights while under school supervision</td>
<td>Step 5</td>
</tr>
<tr>
<td>17</td>
<td>Violates traffic and safety regulations</td>
<td>Step 2 &amp; loss of driving privilege</td>
</tr>
<tr>
<td>18</td>
<td>Leaves school premises or classroom without permission</td>
<td>Steps 2-6</td>
</tr>
<tr>
<td>19</td>
<td>Is habitually tardy and/or absent</td>
<td>Steps 2 and attendance policy</td>
</tr>
<tr>
<td>20</td>
<td>Takes another property or possession without permission</td>
<td>Steps 2-6 and restitution</td>
</tr>
<tr>
<td>21</td>
<td>Commits any other serious offense</td>
<td>Steps 2-6</td>
</tr>
<tr>
<td>22</td>
<td>Murder</td>
<td>Step 6</td>
</tr>
<tr>
<td>23</td>
<td>Assault and/or Battery</td>
<td>Step 6</td>
</tr>
<tr>
<td>24</td>
<td>Rape and/or Sexual Battery</td>
<td>Step 6</td>
</tr>
<tr>
<td>25</td>
<td>Kidnapping</td>
<td>Step 6</td>
</tr>
<tr>
<td>26</td>
<td>Arson</td>
<td>Step 6</td>
</tr>
<tr>
<td>27</td>
<td>Criminal Damage to Property</td>
<td>Step 6</td>
</tr>
<tr>
<td>28</td>
<td>Burglary</td>
<td>Step 6</td>
</tr>
<tr>
<td>29</td>
<td>Misappropriation with violence to the person</td>
<td>Step 6</td>
</tr>
<tr>
<td>30</td>
<td>Discharge or use of weapon(s) prohibited by federal law</td>
<td>Step 6</td>
</tr>
<tr>
<td>31</td>
<td>Possesses pocket knife or blade cutter with a blade length &lt; 2 ½”</td>
<td>Step 6</td>
</tr>
<tr>
<td>32</td>
<td>Serious Bodily Injury</td>
<td>Step 6</td>
</tr>
<tr>
<td>33</td>
<td>Use of OTC medication in a manner other than prescribed or authorized</td>
<td>Step 6</td>
</tr>
<tr>
<td>34</td>
<td>Possession of Body Armor</td>
<td>Step 6</td>
</tr>
<tr>
<td>35</td>
<td>Bullying/Harassment</td>
<td>Steps 5-6</td>
</tr>
<tr>
<td>36</td>
<td>Cyber Bullying/Cyber Harassment</td>
<td>Steps 5-6</td>
</tr>
<tr>
<td>37</td>
<td>False Alarm / Bomb Threat</td>
<td>Steps 6</td>
</tr>
<tr>
<td>38</td>
<td>Forgery</td>
<td>Steps 2-6</td>
</tr>
<tr>
<td>39</td>
<td>Gambling</td>
<td>Steps 2-6</td>
</tr>
</tbody>
</table>
After a student with a disability has been removed from his or her current placement for 10 school days in the same school year, during any subsequent days of removal the school district must provide services that enable the student to participate in the general education curriculum and progress toward meeting his or her IEP goals. In addition, the student should receive a functional behavioral assessment and behavioral intervention plan designed to address the behavior violation so that it does not recur. Whenever an action involving a removal that constitutes a change of placement for a student is contemplated, a Manifestation Determination Review is required. Within 10 school days of any decision to change the placement of a student with a disability because of a violation of a code of student conduct, the IEP team shall review evaluation and diagnostic results and other relevant information supplied by the parent or the student, consider observations of the student, and consider the student's IEP and placement to determine if the conduct in question was caused by, or had a direct and substantial relationship to the student's disability; or if the conduct in question was the direct result of the district's failure to implement the IEP. On the date that the decision is made, school personnel shall notify the parents of that decision and provide the parents the procedural safeguards (Louisiana's Educational Rights of Children with Exceptionalities in Public Schools). For disciplinary changes in placement due to behavior that violates a code of student conduct that exceed 10 consecutive days: If school personnel, the parent, and members of the student's IEP team make the determination that the conduct was not a manifestation of the student's disability, school personnel may apply disciplinary procedures to students with disabilities in the same manner as the procedures would be applied to students without disabilities, except the student should continue to receive educational services. School personnel and at least one of the student's teachers should determine the extent of services needed for the student to participate in the general education curriculum and progress toward meeting his or her IEP goals. In addition, the student should receive a functional behavioral assessment and behavioral intervention plan designed to address the behavior violation so that it does not recur. If a behavioral intervention plan has already been developed, the current plan will be reviewed and modified to address the current behavior. Services may be provided in an interim alternative educational setting, as determined by the student's IEP Team. If school personnel, the parent, and members of the student's IEP team make the determination that the conduct was a manifestation of the student's disability, the IEP Team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for the student. If a behavioral intervention plan has already been developed, the current plan will be reviewed and modified to address the current behavior. If the school district failed to implement the IEP, immediate steps should be taken to remedy the deficiencies. The student is to return to the placement from which he or she was removed, except under Special Circumstances; or unless the parent and school personnel agree to a change of placement as part of the modification of the behavioral intervention plan. School personnel may remove a student to an interim alternative educational setting under Special Circumstances for not more than 45 school days, without regard to whether the behavior is determined to be a manifestation of the student's disability if: 1) The student carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of the state or any school board (identified under Schedules I, II, III, IV, or V in Section 202(c) of the Controlled Substance Act (21 U.S.C. 812(c); or 3) The student has inflicted serious bodily injury on another person.
while at school, on school premises, or at a school function under the jurisdiction of the state or any school board (under paragraph (3) of subsection (h) of section 1365 of Title 18, United States Code. In-school suspensions, in which a student’s IEP is being implemented, are not considered removals from a student’s current educational setting. All other removals, whether to an alternative school or homebound, are considered changes in placement regardless of whether the student’s IEP is being implemented in the alternative setting, unless a reevaluation is conducted and the student’s IEP team determines these are the Least Restrictive Environment (LRE). Any parent of a student with a disability who disagrees with any decision regarding placement or the manifestation determination; or the school district believes that maintaining the current placement of the student is substantially likely to result in injury to the student or others, may appeal the decision by requesting a due process hearing under Bulletin 1706, §§507 (Filing a Request for Impartial Due Process Hearing) and § 508 A and B (Due Process Hearing Request). Ref. LA. Regulations for Implementation of the Children with Exceptionalities Act, Bulletin 1706 Subchapter B: §530. Seclusion/restraint procedures provide guidance for the use, reporting, documentation and oversight of seclusion and restraint in the TPSS following issuance of regulations by the Board of Elementary and Secondary Education (BESE), Louisiana Department of Education (LDE). These procedures specifically address the statutory requirements of La. R.S. 17:416.21 (Louisiana Act 328 of 2011) and revised Louisiana Bulletin 1706 regarding the use of seclusion and restraint being used as emergency safety measures to control the actions of students with exceptionalities in Louisiana’s public schools. It is understood that this procedural/guidance document is a work in progress and in no way constitutes the totality of interventions and strategies that may be used by the Tangipahoa Parish School Board and its personnel in addressing the educational needs of students with exceptionalities. For the purposes of this document, the TPSS may encompass adopted policies; administrative procedures implemented by school administrators and school employees (as defined herein) and guided forms developed to assist school employees in carrying out their responsibilities under La.R.S.17:416.21 (Act 328 of 2011) and applicable sections of Louisiana Bulletin 1706. You may ask your school administrator for a full copy of these procedures.

MEDICATION ADMINISTRATION GUIDELINES
Central Office Contact: Head Nurse – Telephone: 985-748-2868

Additional information regarding medications may be found in the TPSS Policy Manual online at www.tangischools.org.

It is the policy of the TPSS that the administration of medication to students at school must meet certain conditions. The conditions include at least the following:

- Medications given at school should be limited to those which cannot be administered before or after school. Emergency medications may be administered at school.
- A written Medication Order from a physician or dentist licensed to practice medicine in Louisiana or an adjacent state (TX, AR, or MS), or any other prescriber authorized in the state of Louisiana to prescribe medication or devices is required.
- A Medication Order is also necessary for medications that might ordinarily be available over the counter.
- The Medication Order must be written on the Medication Order Form approved by the Tangipahoa Parish School System. This form may be obtained at the school office or on the TPSS website (www.tangischools.org).
- Orders for multiple medications on the same form, incomplete forms, or a form with a prescriber’s stamp cannot be accepted.
- The Parent/Guardian Request and Authorization for Medication Administration Form must be completed.
- Medication must be delivered to school by a parent/guardian.
- Students are not allowed to transport medications to school.
- Medication must be brought to school in a properly labeled container as dispensed by the pharmacist.
- The parent/legal guardian will need to get two (2) containers from the pharmacist for each medication to be given at school, so there is proper labeling for the medication to be given at home and at school.
- If the medication is not properly labeled and does not match the physician’s order exactly, it cannot be given.
- Only a thirty-five (35) school day supply of medication may be brought to school.
- The initial dose of a medication must be administered outside of the school jurisdiction with sufficient time for observation for adverse reactions.
- At the beginning of each school year and anytime there is a change in medication (e.g. dosage or time), a new Medication Order Form and a new Parent/Guardian Request and Authorization for Medication Administration Form must be completed.
- Under no circumstances will a parent be allowed to make changes to a medication (e.g. dosage or time) without a written Medication Order.
- An appointment must be made with the school nurse if new medication will be brought to school and if a change in a medication order occurs.
TECHNOLOGY

Central Office Contacts:
Vicki Blackwell, Director of Technology
 Telephone: 985-345-1181  Email: Vicki.Blackwell@tangischools.org
Mike Diaz, Assistant Director of Technology
 Telephone: 985-748-2468  Email: Michael.Diaz@tangischools.org

ACCEPTABLE USE POLICY (AUP)
The Tangipahoa Parish School Board believes it is necessary for all persons to become aware of the acceptable use of technology. 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. Age and grade appropriate classroom instruction shall be provided regarding Internet and cell phone safety. Such instruction shall include appropriate online behavior, interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response, as well as areas of concern as authorized in state and federal law. Technology, particularly Internet access and email, is available to students and employees in the Tangipahoa Parish School System. The Tangipahoa Parish School Board’s goal in providing these resources to its students is to enhance innovative education for students through access to unique resources and collaborations. Furthermore, teachers will improve learning and teaching through research, teacher training, collaboration, and dissemination of successful educational practices, methods, and materials. Guidelines are provided so that the technology users are aware of the responsibilities they are about to assume. Responsibilities include appropriate, efficient, ethical, and legal utilization of network resources. All users, including students, employees, or any other users of School Board computers, hardware and district network shall abide by all policies of the School Board and any applicable administrative regulations and procedures. All users shall sign the Technology Contract on a yearly basis. The signature shall be binding and indicates that he/she has read the terms and conditions carefully, understands their significance, and shall adhere to their provisions. These should be kept on file at each school or office.

TERMS AND CONDITIONS:

1. Acceptable Use: Technology resources in our school system shall ONLY be used to support teaching and learning.

2. Privileges: The use of technology is a privilege, not a right, and therefore inappropriate use may result in the cancellation of those privileges by the administrator in each school, the TPSS Director of Technology or the Superintendent/designee.

3. Acquisition of Technology: ALL hardware and software purchases and installations shall be pre-approved by the TPSS Technology Department. All technology hardware and software resources purchased by TPSS are the property of the Tangipahoa Parish School System and are loaned to students and faculty for their use.

4. Appropriate Network Usage: Users are expected to abide by the TPSS rules of network etiquette. These include, but are not limited to the following:
   - Be polite; do not send abusive, threatening, bullying, intimidating and/or harassing messages to others.
   - Use appropriate language.
   - Hardware or software shall not be destroyed, modified, or abused in any way.
   - Do not use the network in a way that would disrupt the use of the network by other users (e.g. downloading huge files during prime time, sending mass E-mail messages, installation of unapproved software, or annoying other users using chat, talk, or write functions). The network should be used only for research, information gathering, and academic practice directly related to school assignments and extracurricular projects supervised by school faculty.
   - The network is NOT designed to be used as a radio or television for the classroom. Any such use should be DIRECTLY related to instruction. All streaming media not directly related to instruction is prohibited.
   - Malicious use of the network to develop programs that harass other users or infiltrate a computer, computing system, or network is prohibited. Use of the network to damage the software components of a computer or computing system is prohibited.
   - Using the network for commercial purposes, gambling, financial gain, fraud, illegal acts, or threatening the safety of a person is prohibited.
   - Use of the network to access or process pornographic materials, inappropriate text files, and files dangerous to any individual or group is prohibited.
   - Network use for product advertisement, political lobbying, or illegal activities is strictly prohibited.
   - Use or posting of information related to the school, school staff, students, use images of the school, the school logo, initials or seal, in any form on the Internet or in any form of electronic communication without specific written permission of the Superintendent and/or his/her designee shall be prohibited. The posting of any such information on any website, bulletin board, chat room, email, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, abusive, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited.

5. Security: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet or WAN, you must notify the school administrator who will notify the TPSS Technology Department. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with
other computer users may be denied access to technology resources.

- Do not reveal personal addresses or phone numbers of students or colleagues.
- Gaining unauthorized access to resources or entities is prohibited. Users should access only those files that belong to them or which they have been granted permission to use by faculty or coworkers.
- Files stored on district computers and servers should be limited to those relating to formal school courses or activities.
- Using the account or password of another user is prohibited. Distribution of passwords by other than designated staff is forbidden.
- Users will log off or lock their personal accounts when they step away from the computer for more than a few minutes to prevent unauthorized access.
- Bypassing Filters or Security Systems: Attempts to remove, modify, or bypass software, hardware, and configurations installed to prevent Internet or other access to pornographic material, other objectionable materials, or prohibited resources is forbidden. Such violations shall result in cancellation of computer use privileges and mandatory suspension from school.

6. **Electronic mail (e-mail):** E-mail is not guaranteed to be private. The TPSS Superintendent and Technology Department personnel who operate the system have access to all e-mail. Messages relating to or in support of illegal activities must be reported to authorities.

   - TPSS provides e-mail accounts for its employees and students and does not warrant access to other e-mail services or messaging services. Tanga schools e-mail accounts are to be used for professional correspondence.
   - Web mail is not permitted on any computers located in classrooms or used by students except for TPSS provided student accounts.
   - E-mail signatures shall ONLY include the following: name and position; school or office; physical address; voice and fax numbers; e-mail address and/or website address; school mission statement;
   - Users shall not post or forward e-mail “chain letters” or send annoying or unnecessary messages to others.
   - Users shall not use district e-mail to mass e-mail and “spam” any users (internal and external) with unauthorized communications or solicitations.
   - E-mail, chat, and instant messaging of any form should be used for legitimate and responsible communication only. Use of these technologies for commercial purposes, financial gain, fraud, illegal acts, or threatening the safety of a person is prohibited.
   - Hate mail, including statements that bully, threaten, intimidate and harass, discriminatory remarks, cursing and other anti-social behaviors are prohibited on the network.

7. **Use of Electronic Devices:**

   - The use of all recording devices of any kind, including but not limited to all kinds of cameras, video recorders, audio recorders, etc. except for instructional purposes or TPSS official business is strictly prohibited.
   - Student use of the Internet, cameras, cell phones, “IPODS” and/or any other electronic systems, on or off campus, that subsequently causes substantial disruption to the educational environment, interferes with the rights of others, or can be considered a threat, will result in the student receiving discipline in accordance with the parish Assertive Discipline Plan.

8. **Violating Copyright Laws:** The illegal installation of copyrighted software for use on district computers is prohibited. Transmission of any materials in violations of any United States or state regulation is prohibited. This includes, but is not limited to copyrighted software, music, videos and other materials protected by trade institutions.

9. **Vandalism:** Vandalism will result in cancellation of privileges and/or other disciplinary actions. Vandalism related to technology is defined as any malicious attempt to harm or destroy the equipment or data of another user, LAN, WAN, or other networks that are connected to the TPSS network. This includes, but is not limited to, the uploading or creation of computer viruses.

10. **Consequences of Misuse:**

    - According to the Tangipahoa Parish School Board Policy Manual, school principals shall discipline any user who accesses, sends, receives, or configures electronically any profane, threatening, bullying, intimidating, harassing, pornographic and/or obscene language or pictures.
    - The use of off-campus resources including web pages, social networking sites, or Web Tools that subsequently cause “material disruption” at school is prohibited and the responsible student will be disciplined in accordance with the parish Assertive Discipline Plan.
    - Any individual failing to follow the above “Terms and Conditions” is subject to appropriate disciplinary measures as determined by school administrators, the Superintendent and/or the TPSS Technology Department. Students may receive consequences of steps 2 through 6 on the Assertive Discipline Ladder.
    - Employees who choose to violate the Acceptable Use Policy may be subject to adverse personnel action.
11. Monitoring – Teachers agree to instruct the students on responsible technology use and monitor all student technology use to ensure student compliance with this policy. Students agree that teachers and administrators have the right to monitor ALL student activity using the network and other technology resources.

CODE OF CONDUCT FOR ALL USERS OF TPSS TECHNOLOGY RESOURCES:
1. Honesty, integrity, and respect for the rights of others should be evident at all times.
2. Photographs may only be permitted with current, signed Louisiana State Department of Education Photo Release on file.
3. The technology user is held responsible for his/her actions and activities.
4. Unacceptable uses of the network and/or other technologies will result in disciplinary action including possible revocation of these privileges.

TANGIPAHOA PARISH SCHOOL SYSTEM APP: To help parents stay in touch with what’s going on in our district, the TPSS has a free app that may be downloaded to your mobile device from either the Apple iTunes Store or Google Play. Search for Tangipahoa and you will see the TPSS logo. Tap to download. If you don’t see the logo when you search, tap the option at the top of the screen “iPhone only” which will allow you to download to your phone AND your iPad.

TANGIPAHOA PARISH SCHOOL SYSTEM TEXT MESSAGING: TPSS offers SMS text messaging to provide timely information from your child’s school. To participate in this service, first make sure that your child’s school has your correct wireless phone number(s). Then, complete the following “opt-in” process: 1) Text any ONE of the following words – “subscribe”, “optin”, or “yes” to 67587; 2) If your text is successful, you will receive the following reply message: “You are registered to receive approximately 3 msgs/mo. Text STOP to quit, HELP for help.”; and 3) Repeat the process for each wireless number that you wish to include. Although TPSS does not charge for this service, you may be charged a fee by your wireless service carrier for sending/receiving text messages, therefore, check with your wireless service carrier for further information regarding possible charges. For further information regarding School Messenger Text Messaging, contact your child’s school.

The Tangipahoa Parish School Board recognizes that schools should play a vital role in promoting student health, preventing childhood obesity, and combating problems associated with poor nutrition and physical inactivity. Thus, a “Wellness Policy” has been created and implemented. This Policy is a comprehensive plan to promote and implement nutrition and physical education, promote physical activity for all grade levels, and encourage consumption of healthier foods throughout the school day.

Breakfast is served in all TPSS schools. Breakfast serving begins with the arrival of buses and continues until the school day officially begins. Each menu consists of nutritionally balanced menu choices that include a variety of fruits, vegetables, low-fat milk, whole grains and meat or meat alternates. Lunch for elementary students will consist of only the selected menu for the day. Lunch for high school students consists of two to three menu choices daily, a sandwich and/or salad choice, and a hot entrée choice (Mama’s Kitchen). Middle/junior high schools will be given a similar option for lunch, with a choice of a sandwich or the hot entrée choice of the day (Mama’s Kitchen). There is the possibility that there will be only one meal served on half days of school.

SPECIAL DIETARY NEEDS: Federal and state regulations require a current and completed “Special Diet Prescription Form” signed by your child’s physician or medical authority, and submitted to the Child Nutrition Department before any type of changes and/or substitutions are made to a student’s diet. If your child has special dietary needs, please go to the “Special Dietary Needs” page on our department’s website and complete the “Special Diet Prescription Form” for the current school year. The completed form must be submitted to the Child Nutrition Department by hand, or by mail (59656 Puleston Road, Amite 70422) or fax (985-748-2487).

EXTRA SALES ITEMS: Extra sales items are offered to all students after the purchase of a meal. Milk, juice, and bottled water (unflavored with no additives) may be purchased without the purchase of a meal. Brown bag students may not purchase items from the entrée extra sales list such as pizza, chicken sandwich, or any other entrée without the purchase of a meal. Extra sales items must meet the nutritional standards in the meal pattern. Soft drinks, candy, etc. are not sold in our cafeterias. To encourage consumption of healthier foods throughout the school day, adults and students are prohibited from taking carbonated beverages into the cafeteria during meal service. Schools will accept cash payment for all extra sales items or deduct the cost of extra sales from the student’s meal account. If parents or guardians do not want extra sales deducted from their child or children’s meal account, they should notify the school cafeteria or make sure the child understands that he or she must pay for extra sales purchases each day.

MEAL PRICES FOR 2016-2017 SCHOOL YEAR: Meal prices for this school year are pending Board approval. Please refer to the Child Nutrition Department’s webpage for updated prices.
FREE AND REDUCED PRICED MEALS: Household applications for free and reduced priced meals will be available online in mid-July approximately 3 or 4 weeks prior to the beginning of the new school year. All children (including foster children) living in the household must be listed on the application. All homeless, migrant, and runaway students must be approved by the district’s Homeless Liaison or Migrant Coordinator to be deemed as any one of these special circumstances. The application should be completed immediately at the beginning of each school year. All meal applications must be completed prior to Friday, September 9, 2016 to ensure students have a new meal status for the current school year. Child Nutrition personnel have 10 days after receipt of the application to process and apply the new meal status. Once a new application is processed, the prior year’s meal status is voided. The free and reduced price application is extremely important and should be completed even if students do not intend to eat meals in the cafeteria. An approved application provides additional funding for our parish and additional funds for children with special needs (gifted, handicapped, etc.). If a student is new to the district or if he or she is a current student who does not have an application on file for the previous year or who does not have a new application processed before the prior year status ends, he or she will pay full price for meals. If selected for verification, families applying for free or reduced priced meals may be required to send proof of income at some point during the school year. Families may apply for free or reduced price meals at any time during the school year when the household income drops, when the number of people in the household increases, or when employment is lost.

ONLINE APPLICATIONS FOR MEAL BENEFITS: Online applications for meal benefits are available through the “MySchoolApps” program and will allow much faster processing. To apply online, go to www.tangischools.org and click on “Departments” on the blue menu ribbon. Once the “directory” appears, choose “Child Nutrition Program”, click on “apply for lunch” and you will be redirected to the MySchoolApps website. Begin the application process by entering your child’s information as requested on the MySchoolApps website. Once you have completed the application, be sure to click the box marked “submit” and print a copy of your application (or write down the confirmation number) and save it for later use. Contact us at 985-748-2481 if you have any questions regarding your application.

E-MAILING PARENT LETTERS: To allow a much quicker response than regular mail, the Child Nutrition Department will email meal benefit letters to parents or guardians if a correct email address is provided on the online application for meal benefits.

BILLING AND MEAL PAYMENTS: Pre-kindergarten, kindergarten, and elementary students are billed in advance for meals. Credit will be given for any meal not purchased the previous month. The months of April and May and the months of November and December are billed together. Timely payments are necessary, since the state will not allow the Child Nutrition Program to extend credit. Two consecutive delinquent slips will be sent to parents or guardians stating that a student’s account is delinquent. On the third day, the principal or his or her designee will contact parents or guardians to notify them of a specified date payment must be made in full. In addition, School Messenger, the School System telephone message system, will call parents advising them of the negative balance and that payments must be made in full for the student to receive meals. The Child Nutrition Program does not want to refuse to serve a child a meal. However, if parents or guardians fail to pay for a child’s meals on or before the specified deadline, a denied meal will be served to the student. Parents or guardians should send a bag lunch with the child, since he or she will only be served partial menu items consisting of a roll or crackers, cheese, and juice. High school and middle school students may pay daily or in advance for their meals. If a high school student forgets to bring his or her money, he or she will receive two consecutive delinquent slips. If payment has not been received, the principal or his/her designee will contact parents or guardians giving the specified date payment must be made. In addition, School Messenger will call advising the parents or guardians of the negative balance.

ONLINE PAYMENTS: Online payments will be available through our computer programs and the www.myschoolbucks.com online payments system. Instructions will be provided to parents or found on the district’s website. Go to www.tangischools.org; click on “Departments” on the blue menu ribbon, the “Directory” will appear; choose “Child Nutrition Program”; the site will appear. Choose “online meal payments” from the left menu. To the right, click on the website listed. The following information is needed to set up an account to pay online meal payments: student identification information for each child; address; school name; Master Card, Visa, Discover, or e-check account information. (Information must be available when setting up new account.) If you have any questions, contact the Child Nutrition Department at 985-748-2480 or MySchoolBucks customer service at 1-855-832-5226. If no one is available to answer your call, please leave a message and someone will return your call as soon as possible.

STUDENT ACCOUNTS: If a student ended the year with money in his or her account, the money will be forwarded to the next school year. If the student transfers to another school within the district, the money will be forwarded to the next school year. If a student ended the school year owing money to the school he or she attended, the debt must be paid to that school office immediately. Requests for refunds must be submitted before June 15 of the current school year.

BIOMETRIC SCANNING/BARCODE SCANNING: Biometric Scanning (finger scanning) and Barcode Scanning are used at the “Point of Service” to identify the meal status of the student as well as to maintain current balances. Some schools are using the barcode scanners due to high participation in the breakfast meal program such as “breakfast on the go” and “breakfast in the classrooms.” If parents or guardians do not want their child or children to participate in Biometric Scanning, the parent or guardian must write a note to the principal prior to the opening of school requesting that the student’s finger not be scanned.
School bus transportation is a privilege and should not be taken for granted. Parents should understand their responsibility in working with the bus driver and School System personnel for the safety and welfare of their child or children. Emphasis should be placed on demonstrating a cooperative relationship with the bus driver through courteous communication and by regularly reminding students to follow the rules and procedures.

The School Board directs that the school bus driver, together with the school principal, assume full responsibility for the discipline of pupils riding the school buses. The bus driver will report any disciplinary problems to the principal of the school involved. It is the duty of the driver, in case of any infraction of rules by any student, to notify (preferably in person) the principal or designee of the school the student attends. At no time shall the bus operator assume authority for suspending bus privileges or taking disciplinary action. The principal has the responsibility to determine the consequence issued to students who violate regulations. If necessary, the principal may suspend bus privileges. Any parent or guardian of a pupil suspended from riding a school bus shall have the right to appeal to the Superintendent or his designee, who shall conduct a hearing on the merits of the bus suspension. A pupil damaging a school bus shall be subject to suspension from school. Any pupil suspended for damages to any school bus will not be readmitted to school until payment in full has been made for damage or until the Superintendent directs that the student be readmitted.

TRANSPORTATION OF STUDENTS WITH DISABILITIES: Parents or guardians should notify school principals of any special medical conditions or accommodations that will affect a student's transportation on the school bus. The “Special Needs Bus Application & Confidential Medical Information Bus Form” must be completed for any student who is determined by the IEP team to require special accommodations to ride the bus.

SCHOOL BUS DISCIPLINE: Students who have difficulties with other students while riding the bus should report the problem to the driver. If the problem is not resolved by the driver, then it should be reported to the principal of the school that the student attends. Principals are responsible for handling all disciplinary problems. Students who misbehave or do not follow the bus driver's instructions and the “Safe Procedures for School Bus Riders” will be subject to disciplinary action. The bus driver's actions may include counseling, parent referral, permanent seat assignment, or referral to the principal. The principal's action may result in suspension or expulsion from riding the bus or other action deemed appropriate for the infraction. Once a student has been suspended or expelled from a bus, he or she is suspended or expelled from all School System buses. The school bus driver is responsible for ensuring all students adhere to the School System's bus rules. At the beginning of each school year and whenever the driver deems necessary, he or she will read the bus behavior rules to his/her passengers, establish expectations of adherence to these rules, and explain the disciplinary process when students fail to obey.

The bus driver will take the following discipline steps when a student fails to obey bus behavior rules:

- **Step I:** When a student fails to obey a school bus rule, the driver will give the student a verbal warning. This warning should include the rule(s) broken, an expectation of corrective behavior, and a reminder of the next step in the discipline ladder. At this point, the driver may reassign the student to a front seat for closer monitoring. The driver will document the verbal warning.
- **Step II:** The driver shall attempt to contact the student's parents or guardians by phone or in writing to inform them of the student’s misbehavior and seek their assistance in correcting the problem. The driver will document that he or she had a conversation with the student’s parents, or their failed attempts to do so.
- **Step III:** The driver will complete the “Bus Behavior Form” and submit it to the student’s principal. The form should identify the child, the behavior problem, the previous discipline action taken (warning and parent conversation), and any recommended disciplinary action. The student will receive disciplinary action at the discretion of the administration of the school. A conference with parents, student, driver and administrator will be held if deemed necessary.
- **Step IV:** The driver will complete the “Bus Behavior Form” as defined in Step III and submit it to the student’s principal. A conference with the driver, student, parents, and administrator is required before the student may ride the bus again. The student will be suspended from the bus for a minimum of 3 days.
- **Step V:** Same as Step IV, with an increase in the number of days to a minimum of 5 days.
- **Step VI:** The student is removed from the bus for a minimum of 9 days and until a hearing is held with a representative from the TPS Child Welfare and Attendance Department.

The principal is the only person with the authority to discipline a student. A student’s behavior may warrant a direct jump to any of the discipline steps listed. A student’s good behavior may move him or her back to a lower discipline step. The prompt return of the Verification and Emergency Data Form to the school bus driver will be appreciated. Students who do not ride a bus on a regular basis should return the form to the school principal.
SAFE PROCEDURES FOR PARENTS/GUARDIANS: Parents/guardians (or designee) should follow the safe procedures listed below and review them with their child or children to explain the reason for the rules or to answer any questions:

1. Provide the bus driver with the appropriate phone number(s) and emergency number(s). Notify the school and the bus driver immediately if any telephone numbers have been changed or disconnected.
2. Provide the bus driver with pertinent written information regarding any special care the student may need while on the bus.
3. Ensure that the student meets acceptable hygiene standards before boarding the bus.
4. Have the child at the designated bus stop at the regularly scheduled time and provide the necessary supervision until the bus arrives.
5. Contact the bus driver to obtain their child’s bus stop time and location.
6. Contact the TPSS Transportation Department (985-748-2423) to request a review of the bus stop location if your child is walking more than three-tenths of a mile from the end of their driveway to the bus stop location, providing a safe alternative exists. The School System has established that no student will walk more than three-tenths (1600 feet) of a mile from the end of their driveway to the bus stop location, providing a safe alternative exists.
7. Ensure that any specialized carrying equipment is in safe working order and secure the child into the carrying equipment before he or she boards the bus.
8. Meet the bus upon its return to the designated bus stop at the scheduled time.
9. Make a reasonable and timely effort to notify the bus driver prior to the beginning of the morning run if the child is unable to attend school.
10. Help keep the area to and from the loading area clear of obstacles and unnecessary debris.
11. Help keep bus turnarounds and lanes clear of parked vehicles and garbage cans to provide easy access to bus stops.
12. Call the school in case of an emergency that might prevent the parent from meeting the child at the bus, and give the name of the person who will meet the child in place of the parent so the school may give this information to the bus driver. The name of the person should be on the emergency information form.
13. Provide transportation to and from school if suspension from the bus is authorized.
14. Cooperate with school and the school bus driver in teaching children safety precautions, good manners, and habits for school bus passengers.
15. Assist when there are disciplinary problems.
16. Try not to distract the driver during loading or unloading and keep conversations with the driver to a minimum, since this may cause traffic delays or an accident. Parents may schedule a conference with the bus driver by contacting the child’s school.
17. Refrain from boarding the school bus. It is against the law and School Board policy to verbally abuse the driver or detain the driver from his or her bus route.
18. Familiarize yourself and follow local School Board and school-level policies regarding school bus transportation.

RULES FOR SCHOOL BUS RIDERS: A school bus with undisciplined passengers is a hazardous bus. Student misbehavior can lead to accidents. The driver must concentrate on driving and cannot be expected to constantly supervise the students while the bus is in motion. Therefore, for the safe operation of the school bus, students should be aware of and obey the safety rules listed below.

1. Cooperate with the driver. Your safety depends on it. Be on time. The bus will not wait.
2. Cross the road cautiously when waiting for and leaving the bus.
3. Follow the bus driver’s instructions when waiting for and leaving the bus.
4. Have written permission authorized by the principal to get off at a stop other than your own. Parents may request a “Special Transportation Request Form” from the principal of the school the student attends. NOTE: Special transportation requests will be considered on a “space available basis.” Students may only reserve space on one bus each morning and one bus each afternoon.
5. Be courteous, safety conscious, quiet, well behaved and remain seated at all times when the bus is in motion.
6. Do not extend arms, head, or other objects out of windows and doors and do not throw objects in the bus or out of windows and/or doors. Do not use the emergency door at any time other than in an emergency.
7. Help keep the bus clean and do not eat or drink on the bus. Do not damage the bus in any way. Do not mark on, take apart, cut, tear, or abuse the bus interior or the seat covers.
8. Do not use or possess alcohol, illegal drugs, pets (cats, dogs, etc.), glass objects (except eyeglasses), weapons (including knives), and objects too large to be held in your lap or placed under your seat (including band instruments) on the bus.
9. Do not use tobacco, matches, cigarette lighters, or obscene materials on the bus.
10. Keep the center aisle clear of feet, books, or objects that may obstruct the walkway and keep your hands, feet, and possessions to yourself.

PROCEDURES FOR WAITING FOR AND BOARDING THE SCHOOL BUS: Be at the designated bus stop at least 5 minutes before the normal arrival time of your bus dressed appropriately for the weather (jacket, raincoat, etc.). Wait quietly on the sidewalk or if a sidewalk is not present, wait at least 6 feet (3 giant steps) off the roadway. Avoid pushing, shoving, fighting or rough play. Be careful of private property (flowerbeds, shrubs, etc.). Beware of moving vehicles and pedestrians exhibiting unusual behavior. If you have to cross the roadway to board the bus, wait for the driver to give you the universal crossing signal before you begin to cross, then cross at least 10 feet (5 giant steps) in front of the bus. Always look in both directions for oncoming vehicles before crossing. Never cross the roadway behind the bus. Be sure that the bus driver can see you at all times. When the bus arrives, wait until the bus stops, the door opens, and then board the bus.
in single file when the driver tells you to do so. Avoid pushing and shoving. Use the bus handrails at all times when boarding the bus. Be careful when stepping up on slick steps in rainy weather. Once on the bus, proceed to the seat that the bus driver has designated for you, sit down and be quiet. Factors such as safety, physical disabilities, age, and conduct are determining considerations for seat assignments.

PROCEDURES FOR EXITING THE SCHOOL BUS: Remain in your seat until the bus arrives at your designated bus stop. Once the bus has stopped, proceed promptly and orderly to the front of the bus. Be careful when stepping down on slick steps in rainy weather and use the bus handrails at all times when exiting the bus. Be careful that clothing with drawstrings and book bags with straps are not caught in the handrails or doors. If you have to cross the roadway, cross in front of the bus. Walk at least 6 feet (3 giant steps) away from the side of the bus and then at least 10 feet (5 giant steps) in front of the bus. Wait for the driver to give you the universal-crossing signal before you begin to cross. Always look in both directions for oncoming vehicles before crossing. Never cross the roadway behind the bus. Be sure that the bus driver can see you at all times. If you drop something near the bus, tell the bus driver. Never try to pick it up because the driver may not be able to see you. Walk directly home by the safest route. Do not go to your mailbox or to a friend’s house. Avoid trespassing on private property. Beware of moving vehicles and pedestrians. The bus driver will control traffic with the school bus flashing lights and stop arm signal to insure a safe crossing. Follow your driver’s directions and/or signals while crossing.

PROCEDURES IN CASE OF AN ACCIDENT OR EMERGENCY: Report any emergency (fire, smoke, injured or sick student, etc.) to the school bus driver. Remain calm and encourage others to do the same. Do not panic or move without thinking. Stay in your seat until the driver tells you what to do or until you are sure of what is the safest move to make. Do not touch emergency equipment or door control handles unless told to do so by the bus driver except in the case of an extreme emergency and you are the closest person to the door. Do not move injured persons unless absolutely necessary.

PROCEDURES FOR EMERGENCY EVACUATION: Students who ride the bus on a regular basis should be aware of the procedures to follow for emergency evacuation of the school bus. Students who do not ride a bus to and from school on a regular basis must be instructed on these procedures for extracurricular activity trips. Emergency exits of the bus are as follows: rear emergency door, front entry door, windows, windshield, large rear glass, and roof-mounted escape hatches. In an emergency situation, leave everything on the bus. Your life is more important than your coat, purse, book sack, or lunch box. If a young child cannot open the door, an older child or two small children could open it. Kick out windows if doors are blocked or stuck. Passengers closest to the exit should leave first and clear the aisle as quickly as possible. If there is a need to jump from the bus, bend your knees to cushion your landing. Older students should offer to assist younger students when exiting. Move away from the bus to a safe area off the roadway or street. If the driver is injured, seek help from passing automobiles or from the nearest house.

**CURRICULUM AND INSTRUCTION**

Central Office Contacts:
Theresa Hamilton, Chief Academic Officer
Telephone: 985-748-2522
Email: Theresa.Hamilton@tangischools.org
Daniel Williams, Director of Curriculum and Instruction
Telephone: 985-748-2463
Email: Daniel.Williams@tangischools.org

**MAJOR SUBJECTS:** 
Reading, English, Mathematics

**MINOR SUBJECTS:** 
Spelling, Science, Social Studies, Foreign Language (when offered), and Electives (must be approved by the Louisiana State Department of Education)

Students must achieve an absolute “D” in Reading, English and Mathematics. Students in grades 1 and 2 may fail 2 minor subjects or English and be promoted. If they fail English and a minor, they fail. Students in grades 3 and 4 may fail 2 minor subjects and be promoted.

**MAJOR SUBJECTS:** 
Reading, English, Mathematics

**MINOR SUBJECTS:** 
Spelling, Health & Physical Education (grades 7 & 8), Foreign Language (when offered), Science, Social Studies, & Electives (must be approved by the Louisiana State Department of Education)

Students must achieve an absolute “D” in Reading, English and Mathematics. Students may fail one major subject, social studies or science and one minor subject and be promoted. A student may fail two minor subjects and be promoted. A student may fail two minor subjects and be promoted.

**TEXTBOOKS:** Textbooks are issued to students at the beginning of each year or semester, as applicable. Students are responsible for the proper use and care of textbooks and other materials of instruction that are on loan during the school year. If textbooks that are issued are lost, the student must pay the full cost of the textbook in order for a replacement to be provided. If textbooks that are issued become damaged, the student will be assessed a fee for damages. Extreme damages will result in full payment of the cost of the textbook. Some classes use classroom sets of textbooks that are not issued to students; however, a textbook may be checked out for home use when needed.
LEAP/EOC REMEDIATION COURSE: Students may apply a maximum of 2 Carnegie units of elective credit toward high school graduation by successfully completing specially designed courses for remediation.

HIGH SCHOOL CREDIT FOR MIDDLE SCHOOL STUDENTS: All middle school students will be able to enroll in a minimum of 3 Carnegie (high school) credit courses in grades 6-8 (one per year). Students can earn up to 4 Carnegie units in middle school. High school courses offered at the middle school level include the following: Keyboarding/Keyboarding Applications 1 credit/6th grade), Computer Literacy (1/2 credit/7th grade), Health (1/2 credit/7th grade) and journey to Careers (1 credit/8th grade). Students who meet eligibility requirements outlined in the TPSS Pupil Progression Plan may be eligible to take other core high school courses. For elective courses, students will receive Pass/Fail final grades. For final grades in core courses, students will receive a letter grade.

CLASSIFICATION OF STUDENTS (GRADES 9-12):

ATTENDANCE: Students must attend school a minimum number of days per semester as established by Bulletin 741. (See Attendance Regulations.)

CARNEGIE UNITS – CLASSIFICATION BY GRADES:


SOPHOMORE - 5 units JUNIOR - 10 units SENIOR - 16 units GRADUATE - 23 units

Core 4 and Basic Diploma Students/University Diploma (incoming freshmen of 2014-15):

SOPHOMORE - 6 units JUNIOR - 11 units SENIOR - 17 units GRADUATE - 24 units

(H) English I, II, III, IV (H) Algebra I, II (H) Spanish III, IV
(H) Geometry (H) Trigonometry (H) French III, IV
(H) Advanced Mathematics (H) Calculus (H) World Geography
(H) Physical Science (H) Biology I, II All International Baccalaureate Subjects
(H) Chemistry I, II (H) Physics All College Board Advanced Placement Subjects
H) World History (H) American History

HONORS COURSES CRITERIA FOR ADMISSION (GRADES 9-12): High school students may take honors courses if they meet the criteria for admission outlined in the Pupil Progression Plan. Students must meet 3 of the following 5 criteria yearly for the subject area in order to take honor courses: minimum overall Grade Point Average (GPA) of 2.8, minimum subject area average of 3.0, teacher recommendation based on a subject-area checklist, score of “Mastery” or “Advanced” on LEAP or End-of-Course (EOC) test in subject area, and/or student and parent recommendation. The following honors courses have been designated to follow the grading system for honors subjects:

1.0 & above -- Honor Roll 3.5 - 3.9 -- Honor Roll 3.0 - 3.4 -- Honor Roll Principal’s Achievement Roll

SELECTION CRITERIA (GRADES 1-7): Teachers use the letter symbols A, B, C, D, and F to report pupil progress in all grade levels except kindergarten. These same letter symbols are used to indicate pupil progress for each academic subject area that is listed on the report card. The selection of students for Honor Roll recognition or Principal’s Achievement Roll recognition will be determined by the grades earned in academic subjects only. Students who receive a “D” or “F” for a six-week grade will NOT be eligible for the Honor Roll. A student is NOT eligible to receive Honor Roll recognition if his or her promotion is in danger. Conduct is not an academic subject area; therefore, it is NOT a factor to be used in selection of students for Honor Roll recognition.

ADMINISTRATIVE OPTIONS: School participation in the Honor Roll program for grades 1-3 is optional. Participating schools may decide to publicize Honor Roll and Principal’s Achievement Roll recognition in a manner deemed most appropriate by the local school administration.

Honor Roll and Principal’s Achievement Roll:

LEVELS OF RECOGNITION FOR ACADEMIC ACHIEVEMENT (GRADES 1-7):

4.0 & above--Honor Roll 3.5 - 3.9--Honor Roll 3.0 - 3.4--Honor Roll Principal’s Achievement Roll

LEVELS OF RECOGNITION FOR ACADEMIC ACHIEVEMENT (GRADES 8-12):

ADMINISTRATIVE PROCEDURES: To recognize honor students for academic achievement, the percentage grade will be converted to a letter grade, the honors grading scale will be used for honors subjects, and honor roll for high schools will be acknowledged at semesters only.
**PRINCIPAL’S ACHIEVEMENT ROLL:** This is intended to provide recognition for students who achieve continuous progress consistent with their ability. Students may receive this recognition if they do not satisfactorily complete the minimum levels required for promotion.

**HONOR STUDENTS:** Beginning with the freshman class of 2008-2009, to be eligible to compete for scholastic honors in a particular school in the TPSS, a student must have been registered in that school for the final semester of his/her senior year (90 days). Should the student fail to register during the first 10 days of the spring semester because of personal illness or illness in the family, this fact must be substantiated by a doctor’s certificate. The high school average of all semester grades is used in determining the honor students. To determine who shall be the honor students in the graduating class, the following procedure will be followed: All subjects in which credit was received shall be listed in the transcript sent to the Louisiana Department of Education. The cumulative grade point average (GPA) on the official transcript will be used as a basis for determining who will be honor students. Public recognition of honor students should be given at commencement exercises. Students will be recognized as honor students by using the following system: Summa Cum Laude-4.0 GPA, Magna Cum Laude-3.999–3.50 GPA, and Cum Laude-3.499–3.00 GPA.

**GRADING SCALE:**

<table>
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<tr>
<th>KINDERGARTEN:</th>
<th>S - Satisfactory (80-100%)</th>
<th>P - Progressing (70-79%)</th>
<th>N - Not Satisfactory (0-69%)</th>
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**GRADES 1-7:** A grading system for all major and minor subjects will be used by all schools in determining the credit given for each unit using a letter grade assigned according to a four-point scale as follows:

- A - 4 points (93-100%)
- B - 3 points (85-92%)
- C - 2 points (75-84%)
- D - 1 point (67-74%)
- F - 0 points (0-66)

**GRADES 8-12:** A grading system for all major and minor subjects will be used by all schools in determining the credit given for each unit using a letter grade assigned according to a four-point scale as follows:

- A - 4 points (93-100%)
- B - 3 points (85-92%)
- C - 2 points (75-84%)
- D - 1 point (67-74%)
- F - 0 points (0-66)

**GRADES 9-12 HONORS COURSES**: A (90-100%) B (80-89%) C (70-79%) D (60-69%) F (0-59%)

*Identified by an asterisk (*) in front of course title on transcripts & cumulative records

**STUDENT EVALUATION REPORTS AND PROGRESS REPORTS:** Student Evaluation Reports (report cards) will be issued to elementary students at the end of each 6-week period. Progress Reports will be issued to high school students every 6 weeks. Formal student evaluation reports will be issued at the end of the first and second semester. Although it is the responsibility of each student to deliver evaluation reports to his or her parents or guardians, a student’s academic progress may be monitored daily through the Parent Command Center. It is extremely important for parents and/or guardians to monitor the academic progress of their children. Student Evaluation Reports should not be returned to the school. If parent conference days are scheduled, parents or guardians will be notified. If further information is needed, parents or guardians should contact the school their child attends.

**PARENT REQUEST FOR CONSIDERATION OF EVALUATION SERVICES:** Parents may request to have their child referred to the local School Building Level Committee (SBLC) for consideration of the possible need for an Individual with Disabilities Act (IDEA), Section 504, and/or Dyslexia evaluation. These requests must be submitted in writing to the principal with a copy to either Cheryl Braud, Director of Special Education (1745 S.W. Railroad Avenue, Suite 302, Hammond, LA 70403) or Deondra Warner, Section 504 Coordinator (59656 Puleston Road, Amite, LA 70422).

**ACCELERATION (Grades K-8 and 9-12 Criteria):** Policies and procedures that address the placement of students who evidence that they will benefit more from the instructional program at an advanced grade level may be found on the TPSS website (www.tangischools.org).

**HOMEWORK HELP:** Homework Louisiana (HomeworkLa.org), is a service of the State Library of Louisiana that offers FREE online tutoring and academic resources from Tutor.com for Louisiana residents from kindergarten students through adult learners. Students may get help in math, science, social studies or English from a live tutor. The services may be accessed from a Louisiana public library, from your home computer, or from a mobile device.
PRIVACY OF RECORDS
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the United States Department of Education. This law extends to school health records with the same protections. School health records are also protected by the Health Insurance Portability and Accountability Act (HIPAA) of 1996. A major component of HIPAA addresses the privacy of an individual’s health information by establishing a nation-wide federal standard concerning the privacy of health information and how it can be used and disclosed. Confidentiality of records shall be maintained during the creation, storage, transfer, and destruction of student health records.

STUDENT RECORDS
Parents and guardians have the right to inspect and review any school records dealing with their children. Students eighteen (18) years of age or older have the sole right to inspect and review their respective student records. Limited access to student records may also be granted certain school officials and others as outlined in this policy. Any access to, or disclosure and release of student information shall be in accordance with federal and state law and regulations.

DEFINITIONS:
1. Aggregate data shall be defined as, for purposes of this policy, statistics and other information that relate to broad classes, groups, or categories from which it is not possible to distinguish the identities of individuals.

2. Disclosure shall mean to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

3. Educational records shall be defined as records which are directly related to a student and are maintained by the School Board or school by a person acting for the School Board or school. Excluded from the term educational records are records of instructional, supervisory or administrative personnel which are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute.

4. Legitimate educational interest shall be defined as the interest that requires regular access for purposes of adding material, periodic review, filing new student data and/or removing inadequate, ambiguous, no longer relevant data; the interest having the educational wellbeing of the student in mind for purposes of continuing, improving or changing the education program of the student and the interest in which the person has a legitimate need to know.

5. Parent or legal guardian shall mean a student's parent, legal guardian, or other person or entity responsible for the student.

6. Personally identifiable information shall be defined as information about an individual that may be used on its own or with other information to identify, contact, or locate a single individual, including but not limited to the following:
   A. Any information that can be used to distinguish or trace an individual's identity such as full name, social security number, date and place of birth, mother's maiden name, or biometric records.
   B. Any other information that is linked or linkable to an individual such as medical, educational, financial, and employment information.
   C. Two (2) or more pieces of information that separately or when linked together can be used to reasonably ascertain the identity of the person.

7. School official shall be defined as an administrator, supervisor, principal, support staff, or any person employed by or under contract to the School Board, or authorized volunteer, to perform a function or service on behalf of the School Board.

ANNUAL NOTIFICATION: All parents/guardians shall be notified annually of their rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) and applicable state law. Such notification shall be made annually by publication in student handbooks, newsletters, notification to student's home by students, by mail, or publication in the official journal or in such manner as deemed appropriate by the Tangipahoa Parish School Board.

ACCESS TO RECORDS: In addition to the parent, legal guardian, or student (if the student is eighteen (18) years of age or over) access to student records may only be provided with proper authorization in accordance with the following:
1. A person employed in a public school or other person authorized by the Superintendent may be provided or have access to a student’s records.

2. Any person who is authorized by state law or the Superintendent to access a student’s records on a public school computer system, except a parent or legal guardian, shall maintain the confidentiality of any student information to which he/she has access. Failure to maintain the confidentiality of such information shall be punishable as provided in La. Rev. Stat. Ann. §17:3914.

3. Except as provided below, no person or public or private entity shall access a public school computer system on which student information is stored. No official or employee of the School Board shall authorize access to such a computer system to any person or public or private entity except as authorized below.
The following persons may access a public school computer system on which student information for students at a particular school is stored:

1. A student who has reached the age of eighteen (18) or is judicially emancipated or emancipated by marriage and the parent or legal guardian of a student who is under the age of eighteen (18) and not emancipated. Such access shall be limited to information about the student. A student who has reached the age of eighteen (18) or is emancipated and the parent or legal guardian of a student who has not reached the age of eighteen and is not emancipated may authorize, in writing, another person to access such information.

2. A teacher of record. Such access shall be limited to information about his/her current students.

3. The school principal and school registrar.

4. A School Board employee employed at the school and designated by the principal. Such access shall be limited to student information necessary to perform his/her duties.

5. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the School Board would otherwise provide.

6. A person authorized by the state to audit student records.

B. The following persons may access a computer system of the School Board on which student information for students from throughout the system is stored:

1. The Superintendent.

2. A School Board employee designated by the Superintendent. Such access shall be limited to student information necessary to perform his/her duties.

3. A person authorized by the Superintendent to maintain or repair the computer system or to provide services that the school system would otherwise provide.

4. A person authorized by the state to audit student records.

5. A public or private entity with whom the School Board has contracted for student and other educational services. Pursuant to such a contract, student information, including personally identifiable information and cumulative records, may be transferred to computers operated and maintained by the entity for such purpose. Such a contract shall be in accordance with the requirements of La. Rev. Stat. Ann. §17:3914.

4. Persons permitted access to a student's records shall only have access to those education records in which they have a legitimate educational interest. Proper administrative regulations and procedures shall be maintained to ensure compliance with this provision.

5. The School Board shall maintain a record of each request for access to, and each disclosure from, records of each student in accordance with federal regulations. The School Board shall maintain such a record with the education records of the student for as long as the records are maintained.

DISCLOSURE OF STUDENT INFORMATION: No official or employee of the School Board shall provide personally identifiable student information to any member of the School Board or to any other person or public or private entity, except such an official or employee may, in accordance with applicable state and federal law:

1. Provide a student's identification number and aggregate data to the School Board, the Louisiana Department of Education, or the Louisiana Board of Elementary and Secondary Education (BESE) solely for the purpose of satisfying state and federal reporting requirements.

2. Provide to the Louisiana Department of Education, for the purpose of satisfying state and federal assessment, auditing, funding, monitoring, program administration, and state accountability requirements, information from which enough personally identifiable information has been removed such that the remaining information does not identify a student and there is no basis to believe that the information alone can be used to identify a student.

3. Provide personally identifiable information regarding a particular student to any person or public or private entity if the sharing of the particular information with the particular recipient of the information has been authorized in writing by the parent or legal guardian of the student, or by a student who has reached the age of legal majority, or if the information is provided to a person authorized by the state, including the legislative auditor, to audit processes including student enrollment counts. Any recipient of such information shall maintain the confidentiality of such information. Any person who knowingly and willingly fails to maintain the confidentiality of such information shall be subject to the penalties provided in La. Rev. Stat Ann. §17:3914.

4. Provide for the transfer of student information pursuant to the provisions of La. Rev. Stat Ann. §17:112. With limited exception as allowed by state or federal law or regulation, any re-disclosure and/or release of personally identifiable information shall require a legitimate educational interest of the recipient.

RELEASE OF STUDENT INFORMATION:

1. In accordance with the No Child Left Behind Act of 2001, schools shall honor the requests of military recruiters for names, addresses and phone numbers of high school students, unless parents have specified that such information not be released to such recruiters.

2. In accordance with La. Rev. Stat. Ann. §17:112, the principal of a public elementary or secondary school shall provide for the transfer of the education records, including special education records, if applicable, of any current or former student at his/her school upon the written request of any authorized person on behalf of a public or nonpublic elementary or secondary school, or
an educational facility operated within any correctional or health facility, whether within or outside the state of Louisiana, where such student has become enrolled or is seeking enrollment. Under no circumstances may a school or school district refuse to promptly transfer the records of any child withdrawing or transferring from the school. Transfer of records, whether by mail or otherwise, shall occur no later than ten (10) business days from the date of receipt of a written request.  
3. Student records shall be furnished in compliance with judicial orders or pursuant to any lawfully issued subpoena if the parents, legal guardian and students are notified in advance.  
4. Once the parent, guardian, or student of majority age has granted permission for collection of certain data in accordance with La. Rev. Stat. Ann. §17:3914, such data shall be disclosed solely for purposes of processing a student's application to a Louisiana postsecondary education institution or to the Louisiana Office of Student Financial Assistance for receipt of financial aid.  
5. The School Board may disclose personally identifiable information from student records to appropriate parties, including the parents of a student 18 years old or older, in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.  
6. The School Board and employees may disclose education records or information from education records, without the consent of the parent or guardian of the student who is the subject of the records, to certain law enforcement officials. Disclosure of such records or information shall be in accordance with the following provisions:  
   A. Disclosure of education records or information from education records shall only be made to state or local law enforcement officials or to other officials within the juvenile justice system. Verification of the official's position may need to be made before the disclosure of records or information.  
   B. The disclosure of the education record or information must relate to the ability of the juvenile justice system to serve, prior to adjudication, the student whose records or information is to be disclosed.  
   C. The officials to whom the records or the information are disclosed shall certify in writing that that person, and any agency or organization with which that person is affiliated, shall keep the personally identifiable portions of the records or the information confidential and shall not disclose the personally identifiable portions of the records or the information to any person, agency, or organization except a person, agency, or organization within the juvenile justice system having an independent right to the information.  
   D. Any other provisions necessary to comply with federal law or rules.  
A record of all authorizations for release of information shall be maintained by the School Board and all such authorizations shall be included in the student's records.  

REVIEW OF STUDENT RECORDS BY THE PARENT:  
1. Schools shall provide for the review of student records by parents or guardians, or any student eighteen (18) years of age or older. Parents and students shall be given notification of their right to review the student records. Access to school records shall not be denied to a parent solely because he/she is not the child's custodial or domiciliary parent.  
2. The parent or legal guardian of a student shall be provided access to student records upon written request to the principal maintaining those records within the school system no more than forty-five (45) days after the date of receipt of the request. The parent, legal guardian or student, if the student is eighteen (18) or over, shall, upon written request to the principal maintaining those records, have the opportunity to receive an interpretation of those records, have the right to question those data, and if a difference of opinion is noted, shall be permitted to file a letter in said cumulative folder stating their position. If further challenge is made to the record, the parent, legal guardian, or student if 18 or older, may request a hearing.  
3. If, as a result of the hearing, the School Board decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall:  
   A. Amend the record accordingly; and  
   B. Inform the parent or eligible student in writing.  
4. If, as a result of the hearing, the School Board decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the School Board or both.  
5. The hearing shall be held within a reasonable time after receipt of the request for the hearing from the parent or eligible student. The hearing shall be conducted by the Superintendent. At the hearing the parent or student eighteen (18) or over shall be given a full and fair opportunity to present evidence relevant to issues raised. The parent or student may, at his/her own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney. The Superintendent shall make his/her decision in writing within a reasonable period of time after the hearing. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decision shall be communicated to the school and parent in writing within ten (10) working days following the date of the hearing.  

RACE, COLOR, NATIONAL ORIGIN, HARASSMENT, INTIMIDATION OR DISCRIMINATION  
Harassment or intimidation based on race, color, or national origin is oral, written, graphic or physical conduct relating to a student's race, color, or national origin (including a student's ancestry, country of origin, or country of origin of the student's parents, family members, or ancestors) that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of a student to participate in or benefit from the school district's programs or activities. Harassment or intimidation of students because they are immigrants, speak another
language, or have a foreign accent may constitute discrimination based on national origin or race or both, depending on the circumstances. A race, color, or national origin basis for acts of harassment or intimidation may be evident from the explicit statements of the perpetrator or may be inferred from the surrounding circumstances. For purposes of this policy, harassment or intimidation of a student based on the student's race, color, and/or national origin consists of verbal or physical conduct relating to the student's race, color, and/or national origin when: the harassing/intimidating conduct is sufficiently severe, persistent or pervasive that it affects the student's ability to participate in or benefit from an education program or activity or creates an intimidating or abusive educational environment; the harassing/intimidating conduct has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; or the harassing/intimidating conduct otherwise adversely affects a student's learning opportunities. Discrimination based on race, color, or national origin is prohibited: No school employee or third person assisting or otherwise participating in a school-sponsored activity shall discriminate against a student based solely upon the race, color, and/or national origin of the student.

Reporting incidents of harassment, intimidation, or discrimination based on race, color, and/or national origin: It is the responsibility of all school personnel to report incidents of harassment/intimidation or discrimination that may be based on the race, color, and/or the national origin of a student. The report shall initially be made to the school-based coordinator who shall promptly advise the principal of the alleged incident. Failure to do so may result in disciplinary action against the offending school employee.

Whenever an incident of harassment, intimidation, or discrimination based on race, color, and/or national origin is observed by a school employee, a written report shall promptly be prepared by the school-based coordinator listing the persons involved, their race, the nature of the incident and the approximate time and location of the alleged incident. The report shall be promptly delivered to the principal who, in turn, shall promptly submit the report to the district-wide coordinator for review and investigation with such assistance as the district-wide coordinator may request from the school-based coordinator.

Where the report of harassment, intimidation or discrimination is reported by a victim student, the school employee receiving the report shall promptly usher the student to the school-based coordinator where the incident can be related by the student to the school-based coordinator. The school-based coordinator shall prepare a written report based upon the allegations as related by the student which shall contain in addition to the alleged incident, the name and race of the student victim, the name and race of the student or other person named by the student as the perpetrator or a description of such person, and the approximate time and place of the incident. The report shall be promptly delivered to the principal who in turn shall submit the report to the district-wide coordinator for review and investigation. A copy of a report of an incident of harassment/intimidation based on race, color, and/or national origin of a student shall be provided to the parents/legal guardian of the student victim and the student perpetrator by return receipt mail. The district-wide coordinator shall schedule and conduct a meeting with the student victim and student perpetrator's parents/legal guardian together or one-on-one at the discretion of the district-wide coordinator. Where an incident of harassment, intimidation, or discrimination based on race, color, and/or national origin of a student is allegedly perpetrated by a school employee, the alleged incident shall be immediately reported to the school-based coordinator, the principal, the district-wide coordinator, and the superintendent of schools. Failure to immediately report the alleged incident shall subject the omitting party to disciplinary action. If following an investigation of the alleged incident it is determined that the incident occurred, appropriate disciplinary action shall be taken by the Superintendent and/or the School Board.

Where an incident of harassment, intimidation or discrimination is reported by a non-school employee, the alleged incident shall be immediately reported to the school-based coordinator, the principal, and district-wide coordinator. Failure to immediately report the alleged incident shall subject the omitting party to disciplinary action. If following an investigation of the alleged incident it is determined that the incident occurred, such non-school employee shall thereafter be barred from attendance and/or participation in any school sponsored activity for a period of six months. Each principal shall designate a faculty member to serve as the school's school-based coordinator and the name of such person shall be provided to the district-wide coordinator. Disciplinary action in response to harassment, intimidation or discrimination based on race, color, and/or national origin: An appropriate discipline, minimally comprised of a written reprimand and at the maximum suspension or termination of employment, commensurate with the incident or failure to report, shall be imposed upon any school employee who violates this policy or who fails to report an incident witnessed by such employee, or where the employee fails to take an appropriate action to make or ensure that the incident of harassment, intimidation, or discrimination based on the race, color, and/or national origin of the student is reported. Students found to have harassed or intimidated a fellow student based upon such student's race, color, and/or national origin shall receive an appropriate discipline taking into consideration the student's age and maturity level. Such discipline may include a warning, suspension, or expulsion of the offending student. Where an offending student engages in repeated acts of harassment or intimidation based upon another student's race, color, and/or national origin, the discipline administered shall reflect the fact of the repeated behavior and shall minimally require the suspension or expulsion of the offending student.

Immediate disciplinary action may be taken for incidents involving physical attacks against a person and/or damage or destruction of property where the value of the damaged or destroyed property is fifty ($50.00) dollars or more. The School District will discipline or take appropriate action against any student, teacher, administrator, or other school employee who retaliates against any person who reports an alleged incident of harassment, intimidation, or discrimination based on the race, color, and/or national origin of a student or one who testifies, assists, or participates in an investigation or other action related to such harassment, intimidation, or discrimination report.
Lisa Fussell, Title IX Coordinator, may be contacted by telephone (985-748-7153) or email (lisa.fussell@tangischools.org). Her duties include the following:

- Informing the Superintendent and School Board Members of complaints and reports of harassment based on race, color, or national origin;
- Investigating such complaints and/or advising and assisting other school personnel in handling such complaints and reports of harassment based on race, color, or national origin;
- Preparation of a report making findings based upon an investigation of an incident of harassment or intimidation based on the race, color, or national origin of a student;
- Mailing by return receipt mail of a report containing a finding of harassment or intimidation based on the race, color, or national origin of a student to the family of the student victim and the student perpetrator;
- Maintenance and review of documentation of harassment, intimidation, or discrimination incidents;
- Review of the effectiveness of the School District’s efforts to correct and prevent harassment, intimidation, or discrimination based on race, color, or national origin;
- Assessment of the effectiveness of training for school-based coordinators, staff, administrators, and students and proposing improvements to such training where necessary;
- Publication of this policy in the Student Handbook;
- Review of the school district’s curriculum to assure that it provides instruction to students as to how to prevent instances of harassment/intimidation based on race, color, or national origin;
- Review on an annual basis to determine whether a systemic response or change in the district-wide or individual school, policies are required to effectively respond to complaints of harassment based on race, color, or national origin.

REVIEW OF A FINDING OF HARASSMENT OR INTIMIDATION PERPETRATED BY A STUDENT: Upon a finding by the district-wide coordinator, made after an investigation of an incident of alleged harassment/intimidation by a student, the student’s parent, legal guardian, or the student where emancipated may petition the School Board for a hearing to review the finding of the district-wide coordinator prior to the imposition of discipline. A request for review must be physically received by the district-wide coordinator within 15 days of the date the finding is received by the parent, legal guardian, or emancipated student. If the fifteenth day falls on a weekend or school holiday, the request for review shall be deemed timely submitted if physically received by the district-wide coordinator on the next school day. By at least a majority vote of the members of the School Board present and voting, the findings of the district-wide coordinator shall either be upheld or set aside.

REVIEW OF A FINDING OF HARASSMENT, INTIMIDATION OR DISCRIMINATION BY A SCHOOL EMPLOYEE: Upon a finding by the district-wide coordinator made after an investigation of an incident of alleged harassment/intimidation, or discrimination allegedly committed by a school employee, such finding shall be reviewed by the superintendent of schools who, upon concurrence with such finding, shall recommend an appropriate disciplinary action to the school board for consideration. By at least a majority vote of the members of the school board present and voting the recommendation of the superintendent shall either be adopted or rejected. Should the superintendent of schools determine that the findings of the district-wide coordinator are not based upon a sufficiently credible factual basis, he/she shall so advise the district-wide coordinator in writing and provide a copy thereof to the court compliance officer. A request for review must be submitted in writing within fifteen school days of receipt of notification from the Superintendent of his/her concurrence with the findings of the district-wide coordinator. Notification of concurrence shall be made by return receipt mail. Review of a finding of harassment/intimidation or discrimination by a non-school employee: A non-school employee seeking review of a finding by the district-wide coordinator of an incident of harassment/intimidation or discrimination may request review by the School Board by submitting a written request for review within 15 days of receipt of notification from the district-wide coordinator of a finding of an incident of harassment/intimidation or discrimination. Notification shall be made by return receipt mail. By at least a majority vote of the members present and voting, the finding by the district-wide coordinator shall either be upheld or set aside.

REVIEW IN EXECUTIVE SESSION: A parent, emancipated minor, school employee, or non-school employee may request that the review provided for herein be conducted in an executive session. School Board action on the review shall be made in open session. Failure to timely request review: Upon a failure to timely request review of a recommendation by the Superintendent or a finding by the district-wide coordinator, the disciplinary action recommendation of the superintendent of schools or the district-wide coordinator, as the case may be, shall be immediately implemented upon expiration of the delay for review.

SEXUAL HARASSMENT
The School Board recognizes that discrimination on the basis of sex is a violation of Title IX of the Education Amendment of 1972, 20 U.S.C. Sec. 1681, and its implementing regulation at 34 C.F.R. Sec. 106, 31, which provides that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” The School Board maintains a firm policy prohibiting all forms of discrimination and all forms of sexual harassment on the part of an employer-to-employee, employee-to-student, or any other combination of these relationships within the workplace or school setting. The Board does not condone and will do everything within its power to provide all students and employees with an environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact or any ongoing communications constituting sexual abuse, as defined and otherwise prohibited by state and federal law and by the policy set forth. Reports of sexual harassment should be submitted to the school principal first. The TPSS contact is Lisa Fussell, Title IX Coordinator, 59656 Puleston Road, Amite, LA 70422.
STUDENT GRIEVANCE

The School Board recognizes that harmonious relations with parents and students can be maintained and improved through effective communications. The interest of all parties can best be served by sincere efforts of all concerned to promote understanding and cooperation. Therefore, the Board has adopted a procedure as a means to examine and resolve possible problems that relate to the administration of policies of the school district. The primary purpose of this procedure is to secure at the most immediate level possible, equitable solutions to a claim of the aggrieved person. Both parties agree that these proceedings will be kept confidential at each level of procedure.

**GRIEVANCE:** A claim by a parent or student that he or she has suffered harm or injury by the interpretation, application or violation of a contract, a School Board policy, a law, or a constitutionally guaranteed right. The term grievance does not include matters for which the method of review is prescribed by law or where the School Board is without authority to act. It also does not include matters involving the Board’s right to establish educational policy and prescribe regulations and procedures for the conduct and management of the schools. Any claim by an individual or group that there has been a violation of rights shall be a grievance and shall be resolved through the procedure set forth herein. Grievances are of two types - substantive (according to law or policy) and procedural (the methodology of administering policies or legal rights.)

**AGGRIEVED PERSON:** The person or persons making the claim

**PARTY IN INTEREST:** The person or persons making a claim and any persons who might be required to take action or against whom action might be taken in order to resolve the claim

**DAYS:** “Working” days

**PROCEDURE:**

**STEP 1:** Parents shall promptly present their grievance in writing to the school principal. Such notice shall be presented no later than five days after the day on which the alleged grievance occurred. If extenuating circumstances prevent the submission of the grievance by the “aggrieved person”, the aggrieved person will notify the principal by certified mail to the anticipated date that the grievance will be submitted at Step 1. Included with the grievance shall be a detailed listing of all facts that support their position. Grievant shall list the names of any witnesses who will testify in their behalf. These witnesses will be interviewed and asked to submit signed statements during the grievance process. A parent shall specify the relief they are requesting. The principal shall schedule a conference with the aggrieved to attempt to resolve the grievance. Notification of this conference shall include copy of the grievance procedure is outlined in Schedule JCE of the TPSS policy manual. A written decision by the principal must be rendered within 5 working days after receipt of the grievance. If extenuating circumstances prevent the principal from issuing a written decision within 5 working days, the aggrieved person will be notified by certified mail of the anticipated date of the written decision.

**STEP 2:** In the event the aggrieved person is not satisfied with the disposition of the grievance at Step 1, or if no decision has been rendered within 5 working days by the principal, a copy of Step 1 appeal together with copies of the grievance and the Step 1 decision shall simultaneously by submitted to the grievance coordinator. Such appeal shall be presented within 5 working days of the receipt of the Step 1 decision. The grievance coordinator shall issue a written decision to the parent within ten working days. If extenuating circumstances prevent the grievance officer from issuing a written decision within 10 working days, the aggrieved person will be notified by certified mail of the anticipated date of the written decision. The administrative office may schedule a meeting with the parent if deemed necessary. Written notice of the conference shall be given to all parties involved in an alleged grievance. Unless the grievance shall be so appealed, it shall be deemed to have been settled and the parent shall have no further rights with respect to said grievance.

**STEP 3:** In the event the parent wishes to appeal the decision at Step 2, the appeal must be presented within 5 working days of the receipt of the Step 2 decision. A copy of the Step 3 appeal, together with copies of the grievance, Step 1 and Step 2 decisions shall simultaneously be submitted to the Superintendent. The parent’s appearance to present his appeal before the Board shall be scheduled in accordance with regular procedures adopted by the Board. The parent may appear alone at this conference or be accompanied by counsel of his own choice. The Board shall issue a written decision within 30 days after the conference with the parent.

**STEP 4:** If the grieved person is not satisfied with the decision of the Board, he may appeal the Board’s ruling through the administrative review processes of the Regional Office of Civil Rights, the Department of Health, Education and Welfare, other appropriate agencies and if unsuccessful through administrative processes, file suit through the appropriate court.

**REPRESENTATION:** An aggrieved person shall have the right to present his own grievance or may designate a representative to appear with him at any step of the above procedure. The aggrieved person who chooses to have representation shall provide advance notice of such in writing to the superior at the respective procedural step at least 2 days prior to the hearing on the grievance. Assistant Superintendent Thomas Bellavia is designated to coordinate the district’s efforts to comply with and carry out the responsibilities of the School Board defined in the references of this policy. Complaints alleging that a student has been denied an opportunity to participate in an extracurricular activity based upon the student’s race should be communicated to Mr. Bellavia by mail (59656 Puleston Road, Amite, LA 70422), telephone (985-748-7153), or email (Thomas.Bellavia@tangischools.org).
RESPECT
The Tangipahoa Parish School Board requires each student in grades K-12 to exhibit appropriate conduct as required by state law when speaking with any School System employee while on school property or at a school-sponsored event. Students will address and respond to each employee by using respectful terms (Yes, Ma’am; No, Ma’am; Yes, Sir; No, Sir). Students who violate this policy will not be suspended or expelled, but will be disciplined according to Step II, Number 1 of the Assertive Discipline Plan.

PUBLIC CONCERNS AND COMPLAINTS
The Tangipahoa Parish School Board welcomes constructive criticism of the schools whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. However, the Board has confidence in its professional staff and desires to support their actions in order that they may be free from unnecessary spiteful or negative criticism and complaints. Written allegations concerning local school policies or concerns about school matters must be submitted to the school principal. If the matter cannot be settled at this level, it should then be presented to the superintendent in writing with all allegations documented and signed. It is the responsibility of the principal and superintendent to document all meetings of this nature. These documents will be made available to School Board Members in the event these matters reach their level. Whenever a complaint is made directly to the Board as a whole or to a Board Member as an individual, it will be referred to the principal or designee of the school for study and possible solution. The Board shall require the superintendent and staff to maintain and disseminate information to parents, legal guardians, and the public on the proper process and contact information to be used when making complaints. The Board will consider hearing citizen complaints when they cannot be resolved by the administration (teacher, principal and superintendent). Matters referred to the Board must be submitted in writing through the superintendent and must be specific in terms of the action desired. The Board shall not consider or act on complaints that have not been explored at the appropriate administrative level. Notification of the conference shall include a copy of the grievance procedures outlined in Policy GAE, Complaints and Grievances, which may be accessed online at www.tangischools.org.

PARENT NOTIFICATION BY TITLE I SCHOOLS
The “No Child Left behind Act of 2001” requires Title I schools to give timely information regarding the professional qualifications of their child’s classroom teachers and paraprofessionals if requested by parents or guardians. If the Tangipahoa Parish School System Title I Program is not providing services in accordance with state and federal regulations, a parent may file a complaint in accordance with the Louisiana Handbook for School Administrators, Bulletin 741, Section 349, which is available online at the following website address: http://www.doa.louisiana.gov/osc/lac28v115.doc. Parents may also request a copy of this bulletin by calling the State Department toll free at 1-877-453-2721. The bulletin contains detailed procedures that have been established for resolving complaints filed against the Department of Education or a local education agency pursuant to provisions of the Elementary and Secondary Education Act of 1965, 20 U.S.C. 6301, et. Seq. (ESEA). For further information, you may contact Deborah Forshag, Director of Federal Programs, at 985-748-2470.

ANNUAL PUBLIC NOTIFICATION (2016-17)
The TPSS adheres to the equal opportunity provisions of federal and civil rights laws and does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, marital status, or disability. All programs offered by schools within the school district shall be open to all students in compliance with statutory and judicial requirements. All students have the opportunity to participate in Career & Technical Programs of Study including, but not limited to, areas of Health Care, Construction Crafts & Trades, IT Computer Technology, Culinary Programs, and Agriculture. Admission requirements for each course may be found in the student course guide/schedule packet of the individual campus where the course is being offered. Please contact the guidance counselor at the specific school site for additional information, program requirements and/or any questions you may have. Inquiries concerning application of this policy may be referred to the Tangipahoa Parish School System, 59656 Puleston Road, Amite, Louisiana 70422 to one of the following:
- Lisa Fussell, Title IX Coordinator - Telephone: (985) 748-7153 - E-mail: Lisa.Fussell@tangischools.org
- Deborah Forshag, Title II Coordinator - Telephone: 985-748-2470 - E-mail: Deborah.Forshag@tangischools.org
- Deondra Warner, Section 504 Coordinator - Telephone (985) 748-2477 - Email: Deondra.Warner@tangischools.org

ASBESTOS NOTIFICATION
In compliance with the Environmental Protection Agency’s Asbestos Hazard Emergency Response Act (AHERA) and Louisiana Administrative Code Volume II, Air Quality Division Title 33, Chapter 27, Asbestos Containing Materials in Schools and Public Building Regulation, this letter represents the annual notification from the TPSS regarding asbestos-containing materials in schools. Several asbestos abatement projects have taken place in various schools throughout the system, each in strict compliance with the above-mentioned regulations. Periodic surveillance and other preventative measures are also ongoing. These actions have been documented and placed in the Asbestos Management Plan. A copy of the plan may be viewed by contacting the school principal or the school district’s designee regarding asbestos, Vernon Willie, at 985-748-2490.
VISITING TPSS SCHOOLS

Parents and other school patrons are encouraged to visit our schools at appropriate times – in fact, special programs and visiting days will be planned throughout each school year to provide opportunity for such visits. Principals are responsible for establishing procedures to ensure the proper protection of instructional time and the welfare of the students and employees. In accordance with state law, no person is allowed on school grounds or in schools buildings or facilities without authorization from the appropriate school official. Therefore, all visitors must report to the principal's office immediately upon coming onto school grounds for a visit. Office personnel, principal, counselor, etc., will be made aware of the purpose of the visit. Whenever possible, all visits should be pre-arranged. A visitor will be any person except the following: an employee of the school or school system, a member of the school or school system’s governing authority, a student enrolled in the school, and/or a parent, guardian, or other person authorized by a parent, guardian, or other person who is delivering the pupil to school at the beginning of the school day or picking up the pupil at the end of the school day. Principals are authorized to take the necessary steps when dealing with unauthorized visitors. In accordance with state law, the Board authorizes principals, school administrators, and/or school security guards to search the person, and any item in the possession of a person who is not a student enrolled in school or any school employee, while in or on any school property. The search may be conducted at random with a metal detector or physically when there is reasonable suspicion that the person has any weapon, illegal drugs, alcohol, stolen goods, or other materials that violate Board policy.

SCHOOL SEARCHES

The School Board is the exclusive owner of any public school building and any desk or locker utilized by any student contained therein or any other area that may be set aside for the personal use of the students. Any teacher, principal, administrator, or school security guard employed by the School Board, having a reasonable belief that a public school building, desk, locker, area or grounds of any public school contains any weapons, illegal drugs, alcoholic beverages, nitrate based inhalants, stolen goods, or other items prohibited by law, Board policy, or school rule may search the building, desk, locker, area, or grounds of the school. The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students shall constitute consent by the student to the search of such locker facilities or vehicles by authorized school personnel. The search may be conducted at random with a metal detector or physically when there is reasonable suspicion that the person has any weapon, illegal drugs, alcohol, stolen goods, or other materials that violate Board policy.

For further information, please visit the TPSS website at www.tangischools.org.

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The appropriate law enforcement officer who is serving as the handler for the drug detection dog will perform his duties under the general supervision of the principal. The principal or designee will perform the actual search for the suspected illegal drugs or other items when the presence of such has been detected by the drug detection dog.
<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>GRADES</th>
<th>PRINCIPAL</th>
<th>PHONE (985)</th>
<th>PHYSICAL ADDRESS</th>
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<tr>
<td>Amite Elementary Magnet</td>
<td>Pre-K-4</td>
<td>Gary Porter</td>
<td>748-6953</td>
<td>310 Vernon Avenue</td>
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<td>Amite High Magnet</td>
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<td>Renee Carpenter*</td>
<td>748-9301</td>
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<td>Amite Westside Middle Magnet</td>
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<td>Ashley Walker</td>
<td>748-9073</td>
<td>410 West Oak Street</td>
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<td>Champ Cooper Elementary</td>
<td>Pre-K-8</td>
<td>Anthony Sciortino</td>
<td>542-6182</td>
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<td>LaShana Hill*</td>
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<td>Cheryl James</td>
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*Interim