

ST. JAMES PARISH SCHOOLS

Inspiring Hope and Purpose



2023-2024 Code of Conduct

St. James Parish School Board
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Introduction

The St. James Parish School Board is now using a standalone Code of Conduct instead of including disciplinary rules for its students in a larger Student Policy Manual. Beginning with the 2023-2024 school year, the Student Policy Manual will contain the non-student discipline policies and notices.

Students will also be provided paper copies of the new discipline matrix to keep in their student notebooks. This will further inform students and parents concerning the disciplinary rules that apply to their students. It will also allow families to quickly reference infractions and listed behavioral responses.

Truancy Policy

There is a shared responsibility between the parent, student, school, district truancy panel, juvenile justice panel, and court system to ensure students are meeting the required attendance laws. All students are expected to attend school regularly and be on time for school to benefit from the instructional program and develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more and are much more employable after leaving school.

The St. James Parish School Board recognizes truancy as absence from class or school for any portion of a period of day without permission from the school. Students shall not be allowed to leave campus without proper permission at any time during the school day, including before school begins, or after school while waiting for their bus. Students shall remain on the campus at all times unless granted permission to be off-campus, or will be subject to disciplinary actions. Violations of attendance laws and regulations may lead to suspension and/or expulsion from school. In addition, court action can be taken.

School personnel are expected to provide truancy interventions to assist a child who is habitually absent from school. A student shall be considered habitually truant when the condition continues to exist after all reasonable efforts by the principal and teacher have failed to correct the condition.

After 5 unexcused absences in ELEMENTARY SCHOOL and after 3 unexcused absences in HIGH SCHOOL, schools will submit a referral to the District Truancy Officer and the parent will be notified to attend a truancy hearing. The hearing is non-negotiable as both parent and student must attend. The Truancy Panel including the Child Welfare and Attendance Director will work with the parent to provide the support and services needed to ensure the child attends school regularly. If absences continue, a determination will be made for a referral to the FINS Coordinator, Juvenile Justice Panel and/or Juvenile Court for further actions or support.

For the full attendance policy, see the Student Policy Handbook section entitled "Attendance Policy."

Teacher Bill of Rights (LSA—R.S. 17:416.18)

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

1. A teacher has the right to teach free from fear of frivolous lawsuits, including the right to qualified immunity and to a legal defense, and to indemnification by the employing school board, pursuant to R.S. 17:416.1(C), 416.4, 416.5 and 416.11, for actions taken in the performance of duties of the teacher's employment.
2. A teacher has the right to appropriately discipline students in accordance with R.S. 17:223 and through 416.6 and any city, parish, or other local public school board regulation.
3. A teacher has the right to remove any persistently disruptive student from his classroom when the student's behavior presents the orderly instruction of other students or when the student displays impudent or defiant behavior and to place the student in the custody of the principal or his designee pursuant to R.S. 17:416(A)(1)(c).
4. A teacher has the right to have his or her professional judgment and discretion respected by school and district administrators in any disciplinary action taken by the teacher in accordance with school and district policy and with R.S. 17:416(A)(1)(c).

5. A teacher has the right to teach in a safe, secure, and orderly environment that is conducive to learning and free from recognized dangers or hazards that are causing or likely to cause serious injury in accordance with R.S. 17:416.9 and 416.6.
6. A teacher has the right to be treated with civility and respect as provided in R.S. 17:416.12.
7. A teacher has the right to communicate with and to request the participation of parents in appropriate student disciplinary decisions pursuant to R.S. 17:235.1 and 416(A).
8. A teacher has the right to be free from excessively burdensome disciplinary paperwork.
9. A beginning teacher has the right to receive leadership and support in accordance with R.S. 17:3881, including the assignment of a qualified, experienced mentor who commits to helping him become a competent, confident professional in the classroom and offers support and assistance as needed to meet performance standards and professional expectations.
10. A teacher has the right to be afforded time during the school day or week to collaborate with other teachers.

B. No city, parish or other local public school board shall establish policies that prevent teachers from exercising the rights provided in this Section.

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

D. Each city, parish, or other local public school board shall provide a copy of this Section to all teachers at the beginning of each school year. Each such school board also shall post a copy of the rights provided in this Section in a prominent place in every school and administrative building it operates and provide such a copy to parents or legal guardians of all children attending such schools in a form and manner approved by the school board. Each city, parish, or other local public school board and every school under its jurisdiction that maintains an Internet website shall post on such website a copy of the Teacher Bill of Rights required by this Section.

Behavior Expectations

The St. James Parish Public School System has accepted the professional responsibility to shape, develop, and cultivate the minds of students whose parents/guardian selected the public school system as their child's institution of learning. Counseling, assertive discipline techniques, positive reinforcement, and other professional interventions are provided to ensure an educationally sound school and classroom climate and excellent learning environment. The principal shall take disciplinary action for non-compliance of behavior-related policies.

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

- No student shall initiate or participate in fighting or other disruptive behaviors en route to, from, and on campus or while attending any school-related activities.
- All students are expected to follow assertive discipline / classroom discipline rules. (Rules and consequences are to be posted in classrooms.)
- Students shall report to campus daily with assigned textbooks and necessary instructional items. Students shall not be re-issued books until the fee for lost or defaced books has been paid.
- Students shall remain in approved, designated areas while on campus.
- Student loitering is prohibited. Students shall be inside their respective classroom / gymnasium prior to the tardy bell and are to remain inside their respective classroom / gymnasium until dismissed by the teacher following the dismissal bell.
- No student shall leave the campus after his / her scheduled arrival. A student is accountable to the school from the time of departure from home and shall report directly to the campus.
- No student shall leave the campus for any reason during school hours without prior permission from the principal. Students who must leave school prior to the school day must have a parent/guardian sign them out through the office. Extenuating circumstances will be determined by the principal.
- No student shall bring or consume any medication on campus. If consumption of medication on campus becomes necessary, the parent / guardian / student shall comply with the St. James Parish School Board policy for administering medication at school.

- If a student possesses any controlled dangerous substance that has been obtained directly or by a valid prescription on order from a licensed physician, the student shall carry such prescription or physician's order in his possession at all times when possessing the controlled dangerous substance. Verification of the prescription or physician's order is permitted (LRS 17:416).
- Students, who deface school property, including school buses, shall be liable for the monetary value of repairing or replacing the item(s).
- A copy of all classroom referrals for Special Education students is to be submitted to the Director of Special Education / designee who is to be contacted via the telephone prior to the suspension of any Special Education student.
- A principal or his/her designee shall send (by a student or mail to the parent / guardian) a letter of suspension each time a student has been suspended. In addition, an attempt should be made to contact the parent / guardian by telephone. Such an attempt shall be logged on the Louisiana Department of Education's School Behavior Report and in JCampus. Suspension shall begin at the end of the school day, except in cases in which a student's behavior prohibits his/her remaining on campus. A student may not attend, nor participate in, any school activity / function while suspended / expelled, including but not limited to prom, graduation activities and ceremonies, athletic practices, games and/or any school event.
- A student who is suspended for ten (10) days or fewer shall be assigned school work missed while he/she is suspended and shall receive full credit for such work if it is completed satisfactorily and timely as determined by the principal or his/her designee, upon the recommendation of the student's teacher.
- Infraction of any of the behavior policies shall result in disciplinary action in accordance with Parish-adopted policy. Each time a student is suspended, the principal shall schedule an administrative hearing with the parent or guardian prior to the suspension, if possible, but at least prior to the student's return.
- Any parent / guardian who willfully refuse to attend an Expulsion Hearing shall be referred to the Juvenile Court exercising juvenile jurisdiction. The parent / guardian must contact the Superintendent's Office within ten (10) days of the date of the recommended expulsion or else the principal's recommended expulsion will become final. Extenuating circumstances will be determined by the Administrative Director of Child Welfare and Attendance.
- If a student is found innocent after having been suspended, the entry is to be voided in JCAMPUS, and attendance day(s) are to be marked present.
- Students who are denied credit for courses taken may appeal the decision to the Superintendent within five days of official notification. The Superintendent's decision may be appealed to the Board within five days of official notification, and further, the Board's decision may be appealed to the Courts.
- Students participating in extra-curricular activities during suspensions will be dismissed from that extra-curricular activity for the year.
- The principal shall report any form of physical or mental abuse of children to proper system-level and legal authority immediately.
- Students are prohibited from using the school name for private functions (proms, dances, etc.) and soliciting funds (selling candy, pools, etc.) for private or personal use. Only the Superintendent of Schools may approve use of the school's name for private or personal use.

Student Discipline

School personnel are to submit the Louisiana Department of Education School Behavior Report to the principal/designee when a student does not follow behavior policies. Click the link [School Behavior Report](https://www.louisianabelieves.com/resources/library/school-policy) or visit <https://www.louisianabelieves.com/resources/library/school-policy> for details.

In our continuing effort to provide an enriching learning atmosphere, the St. James Parish Public School System has implemented parish-wide discipline policies and procedures for students in grades PK-3, 4-6, 7-12. A major focus of the discipline policy is one of individual accountability; that is, if a student chooses to break the rules, then he/she will be held accountable for his/her actions and must face the consequences.

The school, as a community agency, shares the responsibility with parents to educate, guide, and, when necessary, to discipline children. The school's main objective is to educate the student and to provide a program to meet his/her needs, which will help prepare the individual for a world of work and a position which will enable him to take his place in society and to lead a happy and productive life.

Appropriate consequences deemed necessary by the principal may be implemented for deviant student behavior. The consequences should be reasonable, and corrective measures should help the student to become aware of a need for

self-discipline. Students should use caution in claiming "self-defense" in physical confrontation, for a student who is the aggressor or who brings on a difficulty cannot claim the right to defend oneself. Any force used must be reasonably concluded that the use of such force more probable than not was committed solely for the purpose of preventing a forcible offense against the student or a forcible offense provided that the force used must be reasonable and apparently necessary to prevent such offense (LRS 17:416). The St. James Parish Public School System discourages physical confrontations.

The policy emphasizes that the majority of inappropriate behavior (Level 1) will be handled in the classroom. Teachers shall document their attempts to resolve minor misbehavior within the classroom and have contacted the parent prior to any referral to the principal's office. Each teacher shall decide which interventions and consequences would be most appropriate for his/her class structure, though, at some schools, teachers may agree to use the same set of classroom rules and consequences.

Another set of misbehaviors must be handled by the principal/designee because they occur in the hall, buses, and other settings not directly supervised by classroom teachers or are considered more serious (Levels 2 and 3).

A small set of severe misbehaviors (Level 4) cannot be handled in the classroom. Level 4 offenses are limited to conduct that constitutes an imminent and substantial threat to physical safety or that is criminal in nature (e.g. possession of firearms or other weapons, bomb threat, or burglary).

Principals/designee must make every reasonable effort to investigate all aspects of a discipline problem. The student shall be given notice of the particular misconduct of which he/she is accused as well as the basis for such accusation. The student shall be given the opportunity to explain his/her version of the facts to the principal or designee. In many cases, the principal / designee may informally discuss the alleged misconduct with the student minutes after it has occurred.

Since the conference between administrator and student may occur almost immediately following the misconduct, generally the notice and the administrative hearing should precede any suspension. In cases where presence of a student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, however, the student may immediately be removed from school. In such cases, the notice (and hearing if required) should follow as soon as possible.

A student removed from the classroom shall be assigned school work missed and shall receive credit for such work if it is completed satisfactorily and timely as determined by the principal or his/her designee, upon the recommendation of the student's teacher.

If the student is suspended, the principal /designee shall make every effort to contact the parent or guardian by telephone and inform them of the suspension. The student may be removed from classes, if necessary, and kept under supervision until the close of the school day or the arrival of the parent or guardian to pick up the student. In the event the student may cause a disruption in the orderly operation of school, he/she may be removed from the school premises immediately and placed in the custody of the parent, guardian, next of kin, or police officer.

The principal / designee shall mail a report of the suspension to the parent / guardian on the day of the suspension, if possible, but no later than two school (2) days following the decision to suspend. A copy should be placed in the school file. If the parent or guardian wishes to appeal the suspension, the parent/guardian, within five (5) school days after notification of the suspension, must submit a written request to the Superintendent or designee to review the matter; otherwise, the decision shall stand. While awaiting the Superintendent's decision in suspension appeal cases, the student shall remain suspended out of school; and upon review, if the Superintendent reverses the decision of the school administrator, the student's absences shall be voided. While a student is suspended or expelled to the Alternative Center from school, he/she may not attend ANY activities (graduation ceremony, athletic practices/events, dances, etc.) on any school campus. The decision of the Superintendent is final as to any short-term suspension of less than 10 days. Relief may be sought from the court, but short-term suspensions may not be appealed to the School Board.

If the parent or legal guardian is not present for an expulsion hearing after having been properly notified, the hearing may proceed and the results of the hearing shall be mailed to the parent or legal guardian within three (3) school days by certified mail, return receipt requested.

The administrator at the school site or central office may place a student on probation, a temporary status or period of trial conduct, following rule infractions in an attempt to improve the student's behavior. The applicable administrator shall determine the terms and conditions of the probation.

St. James Parish defines an Administrative Conference as dialog between parent / guardian and principal / designee. This may be a telephone conversation or meeting in person. An Administrative Hearing is a meeting between the parent / guardian and principal / designee scheduled prior to suspension, if possible. An Expulsion Hearing is a meeting among the parent / guardian, principal / designee, and Superintendent / Designee for appeals and expulsion cases.

Expulsion Procedures

If an administrator recommends expulsion for a student, a certified letter must be sent home to parents with the allegation and the date and time of expulsion hearing.

The student will not be compelled to testify against him/herself. He/she has the right to call witnesses and question witnesses. He/she may have anyone of his/her choosing to represent him/her at the hearing. He/she has the right to review all documentation. He/she will be given a chance to present his/her side of the story. Parents have the right to waive their rights to an expulsion hearing therefore agreeing to expel the student to the Alternative Center.

At the end of the hearing, he/she will be given the decision of the Superintendent's Designee. Within five (5) days, he/she will receive the results of this hearing by mail.

If he/she disagrees with the Superintendent's (Designee) decision, he/she may appeal to the St. James Parish School Board.

Parents may request, in writing to the St. James Parish School Board, that they review the findings of an Expulsion Hearing within five (5) days of notification. In the event that a parent or student appeals an expulsion decision to the School Board in a timely manner, prior to the beginning of the school board meeting at which such expulsion appeal hearing is to be conducted, the parent or student shall have the right to determine if the expulsion appeal hearing is conducted in a public or private session. The parent or student must notify the Superintendent of their preference. At the beginning of the student expulsion appeal hearing before the school board, the Superintendent or a designee who decided the student's expulsion was appropriate, shall describe the nature of the case, the evidence presented in the hearing, and the basis for the decision to expel the student. Following this explanation, the parent, student or representative shall be given a period of no more than fifteen minutes in which to state reasons why the expulsion decision should be reversed or modified. The Superintendent or a designee and/or the school administrator who recommended the expulsion shall then be given fifteen minutes to respond to the comments made by the parent, student, or representative. If executive session is requested, the board shall excuse the parties from the room and deliberate the case privately. No witnesses will be allowed to testify during the expulsion appeal hearing before the board, but the student will be allowed to address the board if desired, within the time allotted for the student, parent, or representative. The decision of the board will be based on the evidence presented in the expulsion hearing. The final decision shall be voted on in a public session.

If the St. James Parish School Board upholds the decision of the Superintendent, he/she may appeal to the district court within ten (10) school days.

Due Process

Students must know what conduct is appropriate and what is forbidden. Therefore, the rules and regulations of the School Board governing students' conduct shall be distributed to students and posted in a conspicuous place.

In discipline cases, the principal or designee shall:

- Make every reasonable effort to investigate all aspects of the discipline problem.
- Advise the student in question of the particular misconduct and the basis of the accusation.
- Provide the student an opportunity to explain (in writing or through dictation) his/her version of the situation.
- Immediately remove from the school premises, without benefits of the above procedures, any student whose continued presence in the school poses an ongoing threat or disruption to the academic process. Necessary procedures shall follow as soon as practical.
- Prior to suspension, notice of the suspension and the reasons thereof shall be given to the parents or guardians of student suspended if the student is under 18 years of age. Initial notification may be in person or via telephone, but a written notice shall be mailed on the day of suspension, if possible, but no later than two (2) days following the decision to suspend.
- If the parent or guardian wishes to appeal the suspension, he must, within five (5) days of notification of the suspension, submit written or personal request to the Superintendent or designee to review the matter; otherwise the decision shall stand. Note: The decision of the Superintendent is final as to any short-term suspension of less than 10 days. Relief may be sought from the court, but short-term suspensions may not be appealed to the School Board.
- During the hearing, the student shall be provided with the names of individuals who have primary knowledge of the facts forming the basis for the suspension or expulsion. This will permit the student and his/her parents to discuss the facts with the authorities involved and will enable the student to present a case in a more meaningful manner.

- The student shall be permitted to examine any document or record the school will use at the hearing or which will aid in his/her defense.
- The student shall be permitted to obtain legal counsel.

The student and his/her counsel shall be permitted to cross-examine those who have primary knowledge of the facts.

Discipline Procedures & Due Process for Special Education Students

All children with disabilities committing any serious Category A offenses, such as possession of a dangerous weapon / object, fire arm, distribution / knowingly possessing illegal or controllable substances and exhibiting behaviors that have resulted in physical injury to the child or others, or the child issues a verbal and/or physical threat that will likely result in injury to the child or to others; shall be assigned to an alternative educational setting until a Manifestation Determination Review can be held to determine appropriate placement.

When considering and/or administering any form of discipline to a student with disabilities, Sections 530-37 of the Regulations for Implementation of Children with Exceptionalities Act (R.S. 17:1941 et. Seq.) must be followed. Prior to the disciplinary action, the IEP Team should discuss the behavioral needs of an identified disabled student as part of the Individualized Education Program (IEP) development. This discussion should center on: addressing or identifying any behavioral problem(s) of the student that interfere with the student's education or the education of others; and developing a Behavioral Intervention Plan (BIP) for resolving the problem behavior(s) (this includes goals and objectives); and reviewing the effectiveness of any prior BIP.

The IEP Team must be convened to review the program and/or placement of a student who has been identified as disabled under Louisiana Bulletin 1508 as soon as possible if:

the student has 10 days in, or repetitive assignments to, a structured after school discipline program;
the student has engaged in several suspendible infractions or the student has engaged in an infraction that warrants assignment to an alternative educational setting; the student has had 10 cumulative school days of absences in the same school due to one or more suspensions; or the inappropriate behavior constitutes a review.

NOTE: If the student carries or possesses a weapon at school or at a school function, or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the jurisdiction of the State or this School Board, school personnel may order a change in placement of a student with a disability to an appropriate alternative educational setting in accordance with state law.

Discipline of Students under Section 504

No student with a disability who is covered by Section 504 of the Rehabilitation Act (Section 504) shall be excluded from educational services for more than ten (10) days within a school year without prior notice to the school and district 504 Coordinator. The following discipline procedures shall be followed for students who commit acts of misconduct resulting in disciplinary actions that can exclude the student from instruction for more than ten (10) days within the school year.

Students eligible under Section 504 may not be suspended or expelled for more than ten (10) school days cumulatively in a school year for misconduct that is a manifestation of the student's disability. If the school system is considering a change in placement for a Section 504- eligible student and/or if the student is being recommended for suspension or expulsion that will exceed ten (10) days in a given school year, the District must convene a group of knowledgeable individuals to conduct a manifestation determination (MDR) to decide whether the misconduct at issue is a manifestation of the student's disability. The group conducting the MDR must include the persons knowledgeable about the child, the meaning of evaluation data, and the placement options.

If the student's misconduct **is** determined to be a manifestation of his/her disability, the Section 504 Team shall meet to consider a functional behavioral assessment (FBA) and interventions to address the behavior. If the student's misconduct is determined **not** to be a manifestation of his/her disability, the student may be disciplined like a student without a disability, except that the student must receive behavioral intervention services and modifications to address the behavior. Any appropriate placement and services during the period of suspension and/or expulsion will be determined by the Section 504 Committee.

St. James Parish School System's Alternative Program

The Alternative Center has been established for students having problems conforming to rules, regulations, and policies in a regular school setting. The Alternative Center will provide an alternative classroom environment to accommodate specific needs of assigned students to correct inappropriate behavior through the development of positive self-esteem so that students will have the opportunity to return to the regular school setting.

The Alternative Center for grades K-12 will be staffed with appropriate personnel. Carnegie units or credits will be offered to students in grades 7-12 according to certification of teachers on staff. The students in grades K-6 will be taught the curriculum from their home-based schools. The Alternative Center teachers may provide supplemental assignments, for which the students will be responsible.

The nucleus of the Alternative Center will draw support and involvement from parents, teachers, and civic-minded professionals. Visiting speakers will provide academic motivation, vocational counseling, and strategies for dealing with problems. Parents will attend monthly meetings that will address effective communication skills and offer them the opportunity to meet with other parents and discuss common concerns. The administrator and teaching staff shall incorporate innovative strategies to accomplish the desired results outlined in the Alternative Center Handbook.

The main goal of the Alternative Center will be to keep students in school and to ensure the most appropriate learning opportunities are provided.

In-School Suspension Program (ISSP)

The purpose of the In-School Suspension Program (ISSP) is to provide an alternative to out-of-school suspension while providing strategies designed to help students improve their behavior including reasonable opportunities to receive tutoring, social and emotional supports, remedial education, and regular academic work and to earn grades and credit equivalent to those of other students not in an ISSP. Students shall not be required to complete punitive or non-academic writing assignments when assigned to ISSP. The ISSP shall not prevent the school principal or designee from removing an extremely disruptive student from the school setting and requesting an out-of-school suspension or an expulsion hearing.

After-School Detention

After-school detention is an alternative to home suspension for less serious misbehaviors. Detention will be on days designated by the principal. The concept of detention does not prevent the school principal from removing a disruptive student from the school setting.

Student Dress Code

It is the obligation of the School Board to provide an educational atmosphere which shall be conducive to the learning process. Students, teachers, and administrators have the right to be free from distracting influences which hinder the learning process. No mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum. The principal of each school will make the final decision as to what is considered proper or improper dress according to the guidelines provided.

The Board feels it is the responsibility of each student to use good judgment in one's total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness shall be a basic consideration.

Any substantial complaint concerning the dress code will be dealt with by the school administration. The term "school-approved" means that the principal has given his/her approval.

Uniforms

Students in St. James Parish (Grades PK-12) will be required to wear uniforms to school. Parents/Guardians will be responsible for purchasing uniforms. Uniforms shall be worn as follows:

- PK-6 Boys: School approved color or white shirt (oxford or knit with collar; no labels; school approved logo is optional). Uniform khaki (no mustard, off-white or "putty" color) pants (can be pleated, not pleated, or cuffed; no labels) or shorts (no shorter than 3 inches above the knee).
- 7-12 Boys: School approved color or white shirt (oxford or knit with collar; no labels; school approved logo is optional) or school-issued t-shirt. Uniform khaki (no mustard, off-white or "putty" color) pants (can be pleated, not pleated, or cuffed; no labels) or shorts (no shorter than 3 inches above the knee).
- PK-6 Girls: School approved color or white shirt (oxford or knit with collar; no labels; school approved logo is optional). Uniform khaki (no mustard, off-white or "putty" color) pants (can be pleated, not pleated, or cuffed; no labels) or shorts (no shorter than 3 inches above the knee).
- 7-12 Girls: School approved color or white shirt (oxford or knit with collar; no labels; school approved logo is optional) or school-issued t-shirt. Uniform khaki (no mustard, off-white or "putty" color) pants (can be pleated, not pleated, or cuffed; no labels) or shorts (no shorter than 3 inches above the knee).

Sweaters/Vests/Sweatshirts: School-approved color or solid white; only school-approved monograms; no logos; no name brands; **hoods are not allowed on campus (on jackets or sweatshirts) for Grades PK -12th grade**; collar of uniform shirt shall be visible.

Coats/Jackets/Wind Breakers: School-approved color, solid white, solid black, solid navy, gray or khaki; no stripes. **NO HOODS ALLOWED for PK – 12th grade.**

NOTE: School organizations' jackets and sweatshirts are allowed.

Dress Code Regulations

- All students will wear the designated school uniform clothing as outlined in the uniform policy. Transfer students will be given seven (7) days to acquire a proper uniform.
- The wearing of socks or tights for girls and socks for boys shall be mandatory and must be white, khaki, black, navy, gray or school approved color.
- All students must wear belts if pants have loops. Belts may not be more than one size larger than the waist and should be solid in color with no adornments (spikes, chains, etc.).
- Baggy, tight-fitting or over-sized uniforms are prohibited. Pants must fit at the waist; "low riders" are not allowed. Drawstring pants, cargo pants, joggers (which are pants with elastic waist and ankles), and sweat pants are also prohibited. Full-length pants cannot be rolled or folded above the ankle. Pants must be hemmed. Pants cannot be made of denim material (jeans).
- Shirts must be worn tucked in at all times. Undergarments must not be visible.
- Only school approved colored undershirts/turtlenecks are allowed under the uniform shirt.
- Shoes must be completely enclosed. No croc-type, foam -type, sliders, or slippers allowed. Heels should be no more than 2 inches high.
- The wearing of earrings by female students will be allowed. Male students in 7 – 12 may also wear earrings. Earrings may be one inch in diameter and/or length.
- Hair can be of any length; however, it must be pulled away from the eyes and cannot not cover the entire face.
- Body-piercing jewelry items with large hoops, etc. are a safety hazard and are not permitted. Piercings in ear lobe and/or nose must be free of protrusions/hoops that could cause a safety hazard. Such piercing is only allowed for students in 7th – 12th grades.
- Students will be allowed to wear chains, belt buckles, pendants or necklaces with the following specifications:
 - Rope-type chains shall be no larger than 1/16 inch in diameter.
 - Flat chains shall not exceed ½ inch in width.
 - Nameplates, pendants, buckles shall not be larger than 2 inches by 1 inch.
 - No chains shall be connected to a wallet or hanging out of the pocket.
 - Earrings are only allowed in earlobes and may not be large or dangling. Visible facial/nose piercings are against district policy. For safety reasons, jewelry (ex: rings) must be small in size. No oversized jewelry is allowed.
- Jewelry is worn at the student's own risk. The system will not be responsible for lost/stolen items.
- All headgear (such as caps, hats, bandanna, wraps, curlers, etc.) and blankets are prohibited (boys and girls).
- Only prescription glasses may be worn inside buildings.
- Clothing with holes is not allowed and shall be worn on the "right" side and not inside out. Patches must cover any holes.
- Picture ID cards (grades 7-12) must be visibly worn on school-approved lanyards at all times. Defacing ID's is prohibited.
- Prohibited and/or inappropriate items may be confiscated by school officials and returned to the parent/guardian only.

Groom and Dress Violations

Violations of grooming and dress regulations will be handled according to the discipline policies in discipline matrix.

Bus Policies

Bus drivers are to submit the Louisiana Department of Education Bus Behavior Report to the principal/designee when a student does not follow the bus policies. Click the link, [Bus Behavior Report](https://www.louisianabelieves.com/schools/public-schools/transportation) or visit <https://www.louisianabelieves.com/schools/public-schools/transportation> for details. (Deleted a picture of the bus behavior report and added a link instead.)

- No student shall bring weapons or items which can be used as weapons on school buses or on campus or while attending any school-related activities. Metal combs are prohibited.
- No student shall bring drugs, including alcohol, on the school bus or on campus.
- No student shall smoke on the school bus, the campus, or in the school building(s) or while attending any school related activities. Tobacco, lighters, matchers, etc. are prohibited.
- No student shall use obscene language on the school bus or on campus.
- No student shall bring radios, whistles, electronic devices, or any form of distraction on the school bus or on campus. All personnel confiscating items are to submit these items to the principal / designee immediately. Personnel infraction of the policy shall result in personal liability. Principal / Designee shall contain these items. Students shall claim the items at a time designated by the principal / designee.
- No student shall board school buses with items too large to hold on the lap or place under the seat. Oversize items larger than 18" x 12" X 5", such as luggage used as book bags, may be prohibited for safety reasons.
- No student shall use the emergency door unless instructed by the bus driver or designee(s).
- No student shall stand while the school bus is in motion or extend its head, arms, objects, etc., or throw objects out of the bus windows or door.
- No student shall bring visitors, pets, etc., on the school bus or on campus.
- No student shall bring soft drinks, candy, gum, or any other edibles or any glass containers on the school bus or in school building.
- Any request to ride a school bus other than the assigned bus must be made by the parent / tutor / guardian to the Administrative Director of Child Welfare and Attendance prior to the time requested.
- Students should arrive at the bus stop at least five (5) minutes before the bus arrives to ensure timely routes.
- No student shall be permitted to board or depart the bus other than at his/her assigned stop unless authorized by the Administrative Director of Child Welfare and Attendance.
- If fighting occurs aboard the bus, equal time is given off the bus in addition to suspension from school. Disruptive students who repeatedly misbehave on the bus are subject to indefinite bus suspension. In such cases, the parent is responsible for transporting students to and from school.
- Students who habitually fail to follow School Board policies while riding the bus are subject to consequences as specified in the discipline matrix. This can include a result in removal from the bus.
- Students may be subject to disciplinary actions based on documentation gained from the video cameras on school buses.

Unauthorized Use of Electronic Devices

As of July 1, 2003, LSA-R.S. 17:239 now states the following concerning the prohibition against unauthorized cases of electronic telecommunication devices by students in any public elementary or secondary school building:

- (A) Effective beginning with the 2003-2004 school year and thereafter, no student, unless authorized by the school principal or his designee shall use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any public elementary or secondary school building or on the grounds thereof or in any school bus used to transport public school students.
- (B) A violation of the provisions of Subsection A of this Section may be grounds for disciplinary action by the school system, including but not limited to suspension from school.

- (C) Nothing in this Section shall affect the conduct of law enforcement activities including the use of electronic detection devices, dogs, or other means of conducting searches for weapons, drugs, or other contraband in whatever manner is otherwise permitted by law and consistent with local school board policy.
- (D) Nothing in this Section shall prohibit the use and operation by any person, including students, of any electronic telecommunication device described in Subsection A of this Section in the event of an emergency. Emergency means an actual or imminent threat to public health or safety, which may result in loss of life, injury, or property damage.

Firearms, Knives, Weapons, and Drugs

Mandatory Suspension. Firearms, knives, other dangerous instrumentalities, drugs:

- The principal shall be required to suspend a pupil who:
 - Is found carrying or possessing a firearm or a knife with a blade equal or exceeds two (2 ½) inches in length or another dangerous instrumentality, except as provided below under the section entitled Suspension Not Applicable; or
 - Possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by state law, in any form.
- Additionally, the principal shall immediately recommend the pupil's expulsion to the Superintendent, for the above offenses, except in the case of a student less than eleven (11) years of age in pre-kindergarten through grade 5 who is found carrying or possessing a knife with a blade two (2) inches or longer, the principal may, but shall not be required to recommend the student's expulsion. A student found carrying or possessing a knife with a blade less than two (2) inches in length may be suspended by the school principal but, in appropriate cases, at a minimum, shall be placed in time out for as long as necessary.
- Any confiscated weapons will be photographed by the principal / designee and placed in the custodial care of the St. James Parish Sheriff's Office. A copy of the photo and custody form (Evidence Envelope Documentation) will be submitted to the Superintendent's Office, Attention Administrative Director of Child Welfare and Attendance, within forty- eight hours.
- All contact with the Sheriff's Office by the Principal/designee must be documented on the Sheriff's Office contact form and forwarded to the Superintendent's Office, Attention Administrative Director of Child Welfare and Attendance, within 48 hours.
- Probation is a temporary status or trial period following discipline infractions, as stipulated by the administrator. The probationary status may be revoked, resulting in reassignment to the placement preceding the probationary period.

Discipline Matrix

Please see the chart on the following pages.

Behavior Infractions, Disciplinary Policies and Actions - Grades Pre-K-12

For each referral, school administration will conduct a **student conference** and **notify parents** upon the completion of the referral process. **Restorative Practices** will also be used when appropriate. The principal has the authority to increase or decrease the actions in discipline cases. This includes removing disruptive students from the school campus. Any incident that leads to an expulsion recommendation will be reported to the Superintendent/Designee and (if necessary) to the St. James Parish Sheriff's Office.

Level 1 Infractions These infractions are consequence ladder offenses only. Once a student reaches step 5 on the consequence ladder, an office referral will be completed. The office referral will be coded as **#10, "disturbs the school and habitually violates any rule"**. No referrals from this category will be accepted by administration without proper documentation attached. A student will be considered to have "completed multiple ladders" if/when a student completes all five steps of the consequence ladder before the consequence ladder resets.

For example, a Pk-3 student who progressed through all five of the ladder steps for "Loud Talking" twice within a school day, would be considered to have "completed multiple ladders" or "completed two ladders." If the same student enrolled in PK-3 progressed through all five of the ladder steps for "Loud Talking" once in a school day and also progressed again through steps 1, 2, and 3 in that same school day of a second consequence ladder, that student would not have completed multiple ladders because the consequence ladder for grades PK-3 resets at the beginning of each day.

Consequence Ladder – Steps, Interventions, Actions and Behaviors <i>4th – 6th grade consequence ladders will follow students from class to class. 7th – 12th grade consequence ladders will remain in each teacher's classroom.</i> <i>Consequence ladders for grades PK-3 will start over each day; 4-6 will start over each week; 7-12 will start over each semester.</i>				
PK-3	4 th – 6 th	7 th – 12 th	Interventions	Behaviors
Ladder Steps: 1st Step – Classroom Intervention 2nd Step – Classroom Intervention 3rd Step – Contact Parent & Intervention 4th Step – Conference & Intervention 5th Step – Office Referral	Ladder Steps: 1st Step – Classroom Intervention 2nd Step – Classroom Intervention 3rd Step – Contact Parent & Intervention 4th Step – Conference & Intervention 5th Step – Office Referral	Ladder Steps: 1st Step – Classroom Intervention 2nd Step – Classroom Intervention 3rd Step – Contact Parent & Intervention 4th Step – Conference & Intervention 5th Step – Office Referral	(not an exhaustive list) Acknowledge Positive Behavior Praise When on Task Non-Verbal Cues Written Reflection/Apology 1-1 Conf. with Teacher Counselor Support Restorative Practices Complete Work During Recess Verbal Reminder Take Away Privileges Move Student Redirection Take Away Unstructured Time	(not an exhaustive list) Not following teacher's directives Not following discipline class rules Littering Eating/Chewing Gum Keep hands and feet to self Out of seat/area Use iPad w/out teacher's permission Not having materials Sleeping in class Loud Talking Yelling Screaming Making noise w/ objects
Office Referral Actions: (Can never result in an OSS) (Any one or more of the following) Interventions, Restorative Circles, Parental Contacts, Counselor Support, Conference, Refer to Counselor, Time Out, Loss of Privileges, Detention	Office Referral Actions: (Can never result in an OSS) Ladder 1 - Student Conference and/or Conference with Principal Ladder 2 -1 Time out or 1 In-School Detention Ladder 3 or More -Time out or 1 In-School Detention	Office Referral Actions: (Can never result in an OSS) Ladder 1 - 1 ISD or 1 ASD Ladder 2 -2 ISD or 2 ASD Ladder 3 or More -3 ISD or 3 ASD		
#10 Disturbs the school or habitually violates any rule Definition: Behavior causing significant disruption of instruction or any school activity and/or repeatedly violating any school rules in any area. This infraction will ONLY be used for completed consequence ladders.				

Behavior Infractions, Disciplinary Policies and Actions - Grades Pre-K-12

For each referral, school administration will conduct a **student conference** and **notify parents** upon the completion of the referral process. Restorative Practices may be used as an alternative to in-school out-of-school suspension if an administrator reasonably determines it will effectively address the student behavior. Restorative Practices may also be used as an alternative to an expulsion recommendation if the Superintendent or designee reasonably determines it will effectively address student behavior, except when expulsion is required by law. Restorative practices are a response to wrongdoing that prioritizes repairing harm, to the extent possible, caused or revealed by the wrongful behavior. The stakeholders impacted most by the wrongdoing cooperatively decide how to repair victim harm, hold students accountable and strengthen the community's relational health and safety. Examples of restorative outcomes are when a student agrees to replace the wrongfully damaged property of another student, or when a student takes actions that repair relationships harmed by a behavioral infraction.

The principal has the authority to increase or decrease the actions in discipline cases. This includes removing disruptive students from the school campus. Any incident that leads to an expulsion recommendation will be reported to the Superintendent/Designee and (if necessary) to the St. James Parish Sheriff's Office.

Level 2 Infractions (ISD - In School Detention, ASD - After School Detention, ISS - In School Suspension, OSS - Out of School Suspension)

	Infraction	Definition	Actions			
			PK - 3rd Grade	4th - 6th Grade	7th - 8th Grade	9th - 12th Grade
01	*Willful disobedience	The deliberate choice to break a rule or disobey a directive given by a person in authority that significantly disrupts the operation of the classroom, the school bus, or another school activity. Willfully disobedient conduct that <i>can</i> be quickly remedied or de-escalated must be treated as a Level 1 offense.	<u>1st Offense</u> - Student Conference and/or Conference w/ Principal <u>2nd Offense</u> - Restorative practices and/or Referred to Counselor <u>3rd Offense</u> - 1 ASD/ISD and/or Time Out Room and/or Loss of Privileges <u>4th Offense</u> - 1 ASD or ISD	<u>1st Offense</u> – Student Conference (with restorative practices as appropriate) and/or Time Out and/or 1 ISD or 1 ASD <u>2nd Offense</u> – 1 ISD or 1 ASD <u>3rd Offense</u> – 1 ISS <u>4th Offense</u> – 1 ISS	<u>1st Offense</u> -2 ASD or 2 ISD <u>*2nd - 6th Offense</u> (See repeat offenders)	<u>1st Offense</u> -2 ASD or 2 ISD <u>*2nd - 6th Offense</u> (See repeat offenders)
05	*Commits immoral or vicious practices	An isolated incident is an unwelcome act or comment that is hurtful, degrading, humiliating or offensive to another person with a sexual, physical, or racial component. Or an act that is dangerous, aggressive, or would be perceived as disturbing and not conforming to approved standards of social behavior and/or local community norms; This includes verbal confrontations among students that do not constitute fights to instigation of fights.	<u>1st Offense</u> - Student Conference and/or Conference w/ Principal <u>2nd Offense</u> - Restorative practices and/or Referred to Counselor <u>3rd Offense</u> - 1 ASD/ISD and/or Time Out Room and/or Loss of Privileges <u>4th Offense</u> - 1 ASD or ISD	<u>1st Offense</u> – Student Conference (with restorative practices as appropriate) and/or Time Out and/or 1 ISD or 1 ASD <u>2nd Offense</u> – 1 ISD or 1 ASD <u>3rd Offense</u> – 1 ISS <u>4th Offense</u> – 1 ISS	<u>1st Offense</u> -2 ISD, 2 ASD, or 1 ISS <u>*2nd - 6th Offense</u> (See repeat offenders)	<u>1st Offense</u> -2 ISD, 2 ASD, or 1 ISS <u>*2nd - 6th Offense</u> (See repeat offenders)

Behavior Infractions, Disciplinary Policies and Actions - Grades Pre-K-12

For each referral, school administration will conduct a **student conference** and **notify parents** upon the completion of the referral process. **Restorative Practices may be used as an alternative to in-school out-of-school suspension if an administrator reasonably determines it will effectively address the student behavior. Restorative Practices may also be used as an alternative to an expulsion recommendation if the Superintendent or designee reasonably determines it will effectively address student behavior, except when expulsion is required by law.** . The principal has the authority to increase or decrease the actions in discipline cases. This includes removing disruptive students from the school campus. Any incident that leads to an expulsion recommendation will be reported to the Superintendent/Designee and (if necessary) to the St. James Parish Sheriff's Office.

Level 2 Infractions (con't) (ISD - In School Detention, ASD - After School Detention, ISS - In School Suspension, OSS - Out of School Suspension)

	Infraction	Definition	Actions			
			PK - 3rd Grade	4th - 6th Grade	7th - 8th Grade	9th - 12th Grade
06	*Conduct or habits injurious to his/her associates	Any intentional but not malicious act that causes injury, damage, or pain to another	<u>1st Offense</u> - Student Conference and/or Conference w/ Principal <u>2nd Offense</u> - Restorative practices and/or Referred to Counselor <u>3rd Offense</u> - 1 ASD/ISD and/or Time Out Room and/or Loss of Privileges <u>4th Offense</u> - 1 ASD or ISD	<u>1st Offense</u> – Student Conference (with restorative practices as appropriate) and/or Time Out and/or 1 ISD or 1 ASD <u>2nd Offense</u> – 1 ISD or 1 ASD <u>3rd Offense</u> – 1 ISS <u>4th Offense</u> – 1 ISS	<u>1st Offense</u> -1 ASD or 1 ISD <u>*2nd - 6th Offense</u> (See repeat offenders)	<u>1st Offense</u> -1 ASD or 1 ISD <u>*2nd - 6th Offense</u> (See repeat offenders)
12	*Writes profane and/or uses obscene language or draws obscene pictures	Writes, uses, or draws pictures, words, or images considered indecent or offensive (e.g., used in statements, graffiti, letters, notes, posters, etc.)	<u>1st Offense</u> - Student Conference and/or Conference w/ Principal <u>2nd Offense</u> - Restorative practices and/or Referred to Counselor <u>3rd Offense</u> - 1 ASD/ISD and/or Time Out Room and/or Loss of Privileges <u>4th Offense</u> - 1 ASD or ISD	<u>1st Offense</u> – Student Conference (with restorative practices as appropriate) and/or Time Out and/or 1 ISD or 1 ASD <u>2nd Offense</u> – 1 ISD or 1 ASD <u>3rd Offense</u> – 1 ISS <u>4th Offense</u> – 1 ISS	<u>1st Offense</u> -2 ASD or 2 ISD <u>*2nd - 6th Offense</u> (See repeat offenders)	<u>1st Offense</u> -2 ASD or 2 ISD <u>*2nd - 6th Offense</u> (See repeat offenders)
15	*Throws missiles liable to injure others	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 <i>*Use of this code requires *Other Weapon Code *per SIS User Guide.</i>	<u>1st Offense</u> - Student Conference and/or Conference w/ Principal <u>2nd Offense</u> - Restorative practices and/or Referred to Counselor <u>3rd Offense</u> - 1 ASD/ISD and/or Time Out Room and/or Loss of Privileges <u>4th Offense</u> - 1 ASD or ISD	<u>1st Offense</u> – Student Conference (with restorative practices as appropriate) and/or Time Out and/or 1 ISD or 1 ASD <u>2nd Offense</u> – 1 ISD or 1 ASD <u>3rd Offense</u> – 1 ISS <u>4th Offense</u> – 1 ISS	<u>1st Offense</u> -1 ISS <u>*2nd - 6th Offense</u> (See repeat offenders)	<u>1st Offense</u> -1 ISS <u>*2nd - 6th Offense</u> (See repeat offenders)

Behavior Infractions, Disciplinary Policies and Actions - Grades Pre-K-12

For each referral, school administration will conduct a **student conference** and **notify parents** upon the completion of the referral process. **Restorative Practices** may be used as an alternative to in-school out-of-school suspension if an administrator reasonably determines it will effectively address the student behavior. Restorative Practices may also be used as an alternative to an expulsion recommendation if the Superintendent or designee reasonably determines it will effectively address student behavior, except when expulsion is required by law. The principal has the authority to increase or decrease the actions in discipline cases. This includes removing disruptive students from the school campus. Any incident that leads to an expulsion recommendation will be reported to the Superintendent/Designee and (if necessary) to the St. James Parish Sheriff's Office.

Level 2 Infractions (con't) (ISD - In School Detention, ASD - After School Detention, ISS - In School Suspension, OSS - Out of School Suspension)

	Infraction	Definition	Actions			
			PK - 3rd Grade	4th - 6th Grade	7th - 8th Grade	9th - 12th Grade
17	*Violates traffic and safety regulations	To break any law that pertains to the obstruction and flow of traffic and/or safety regulations	1st Offense - Student Conference and/or Conference w/ Principal 2nd Offense - Restorative practices and/or Referred to Counselor 3rd Offense - 1 ASD/ISD and/or Time Out Room and/or Loss of Privileges 4th Offense - 1 ASD or ISD (May result in losing bus privileges.)	1st Offense – Student Conference and/or Time Out and/or 1 ISD or 1 ASD 2nd Offense – 1 ISD or 1 ASD 3rd Offense – 1 ISS 4th Offense – 1 ISS (May result in losing bus privileges.)	1st Offense -2 ASD or 2 ISD *2nd - 6th Offense (See repeat offenders) (May result in losing bus privileges.)	1st Offense -2 ASD or 2 ISD *2nd - 6th Offense (See repeat offenders) (May result in losing bus privileges.)
18	*Leaves school premises or classroom without permission	Leaving an assigned classroom or location without consent and/or failure to return to class and/or cutting class OR Leaving the school campus without consent	1st Offense - Student Conference and/or Conference w/ Principal 2nd Offense - Restorative practices and/or Referred to Counselor 3rd Offense - 1 ASD/ISD and/or Time Out Room and/or Loss of Privileges 4th Offense - 1 ASD or ISD	1st Offense – Student Conference and/or Time Out and/or 1 ISD or 1 ASD 2nd Offense – 1 ISD or 1 ASD 3rd Offense – 1 ISS 4th Offense – 1 ISS	1st Offense -2 ASD or 2 ISD *2nd - 6th Offense (See repeat offenders)	1st Offense -2 ASD or 2 ISD *2nd - 6th Offense (See repeat offenders)
19	Is habitually tardy	Tardy - Reporting late to class for class exchange. Late to School is not tardy. It is signing in late and will be addressed through truancy.	For each infraction: Student conference, conference with principal, and parent notification	For each infraction: Student conference, conference with principal, and parent notification	After 2nd Offense: Conference with Principal After 4th, 6th, 8th and 10th: 1 ASD or 1 ISD After 12th Offense 2 ASD or 2 ISD After 14th Offense (And every pair afterwards) 1 ISS	After 2nd Offense: Conference with Principal After 4th, 6th, 8th and 10th: 1 ASD or 1 ISD After 12th Offense 2 ASD or 2 ISD After 14th Offense (And every pair afterwards) 1 ISS

Behavior Infractions, Disciplinary Policies and Actions - Grades Pre-K-12

For each referral, school administration will conduct a **student conference** and **notify parents** upon the completion of the referral process. **Restorative Practices** may be used as an alternative to in-school out-of-school suspension if an administrator reasonably determines it will effectively address the student behavior. Restorative Practices may also be used as an alternative to an expulsion recommendation if the Superintendent or designee reasonably determines it will effectively address student behavior, except when expulsion is required by law. The principal has the authority to increase or decrease the actions in discipline cases. This includes removing disruptive students from the school campus. Any incident that leads to an expulsion recommendation will be reported to the Superintendent/Designee and (if necessary) to the St. James Parish Sheriff's Office.

Level 2 Infractions (con't) (ISD - In School Detention, ASD - After School Detention, ISS - In School Suspension, OSS - Out of School Suspension)

	Infraction	Definition	Actions			
			PK - 3rd Grade	4th - 6th Grade	7th - 8th Grade	9th - 12th Grade
20	*Takes another person's property or possessions without permission	Taking or obtaining the property of another without permission or knowledge of the owner, without violence - this includes stealing.	1st Offense - Student Conference and/or Conference w/ Principal 2nd Offense - Restorative practices and/or Referred to Counselor 3rd Offense - 1 ASD/ISD and/or Time Out Room and/or Loss of Privileges 4th Offense - 1 ASD or ISD	1st Offense - Student Conference (with restorative practices as appropriate) and/or Time Out and/or 1 ISD or 1 ASD 2nd Offense - 1 ISD or 1 ASD 3rd Offense - 1 ISS 4th Offense - 1 ISS	Restitution for all offenses 1st Offense -2 ASD or 2 ISD *2nd - 6th Offense (See repeat offenders)	Restitution for all offenses 1st Offense -2 ASD or 2 ISD *2nd - 6th Offense (See repeat offenders)
38	Forgery	To use, make, or reproduce another's signature	1st Offense - Student Conference and/or Conference w/ Principal 2nd Offense - Restorative practices and/or Referred to Counselor 3rd Offense - 1 ASD/ISD and/or Time Out Room and/or Loss of Privileges 4th Offense - 1 ASD or ISD	1st Offense - Student Conference and/or Time Out and/or 1 ISD or 1 ASD 2nd Offense - 1 ISD or 1 ASD 3rd Offense - 1 ISS 4th Offense - 1 ISS	1st Offense -2 ASD or 2 ISD *2nd - 6th Offense (See repeat offenders)	1st Offense -2 ASD or 2 ISD *2nd - 6th Offense (See repeat offenders)
39	*Gambling	Wagering money or property including but not limited to, shooting dice, pitching coins, possession of gambling paraphernalia, etc.	1st Offense - Student Conference and/or Conference w/ Principal 2nd Offense - Restorative practices and/or Referred to Counselor 3rd Offense - 1 ASD/ISD and/or Time Out Room and/or Loss of Privileges 4th Offense - 1 ASD or ISD	1st Offense - Student Conference and/or Time Out and/or 1 ISD or 1 ASD 2nd Offense - 1 ISD or 1 ASD 3rd Offense - 1 ISS 4th Offense - 1 ISS	1st Offense -2 ASD or 2 ISD *2nd - 6th Offense (See repeat offenders)	1st Offense -2 ASD or 2 ISD *2nd - 6th Offense (See repeat offenders)

Behavior Infractions, Disciplinary Policies and Actions - Grades Pre-K-12

For each referral, school administration will conduct a **student conference** and **notify parents** upon the completion of the referral process. **Restorative Practices** may be used as an alternative to in-school out-of-school suspension if an administrator reasonably determines it will effectively address the student behavior. Restorative Practices may also be used as an alternative to an expulsion recommendation if the Superintendent or designee reasonably determines it will effectively address student behavior, except when expulsion is required by law. The principal has the authority to increase or decrease the actions in discipline cases. This includes removing disruptive students from the school campus. Any incident that leads to an expulsion recommendation will be reported to the Superintendent/Designee and (if necessary) to the St. James Parish Sheriff's Office.

Level 2 Infractions (con't) (ISD - In School Detention, ASD - After School Detention, ISS - In School Suspension, OSS - Out of School Suspension)

	Infraction	Definition	Actions			
			PK - 3rd Grade	4th - 6th Grade	7th - 8th Grade	9th - 12th Grade
42	Unauthorized use of technology (RS:17:239)	Use cell phones or other communication devices to text, talk, chat, take pictures, or video recordings during the school day and/or school function.	<p>1st Offense - Student Conference and/or Conference w/ Principal</p> <p>2nd Offense - Restorative practices and/or Referred to Counselor</p> <p>3rd Offense - 1 ASD/ISD and/or Time Out Room and/or Loss of Privileges</p> <p>4th Offense - 1 ASD or ISD</p>	<p>1st Offense - Confiscate device, parent signs acknowledgement, and device is returned to parent</p> <p>2nd Offense Confiscate device for 1 day and device is returned to parent, <i>and</i> either time out, ISD, ASD, or ISS.</p> <p>3rd Offense (and every one thereafter) Confiscate device for 2 days, and 1 ISS and device is returned to parent</p>	<p>1st Offense - Confiscate device, parent signs acknowledgement, and device is returned to parent</p> <p>Confiscate device for 1 day and device is returned to parent for each additional infraction.</p> <p>2nd Offense - 1 ISD or 1 ASD 3rd Offense - 1 ISD or ASD 4th Offense - 2 ISD or 2 ASD 5th Offense - 1 day ISS. 6th Offense - 1 day ISS.</p>	<p>1st Offense - Confiscate device, parent signs acknowledgement, and device is returned to parent</p> <p>Confiscate device for 1 day and device is returned to parent for each additional infraction.</p> <p>2nd Offense - 1 ISD or 1 ASD 3rd Offense - 1 ISD or ASD 4th Offense - 2 ISD or 2 ASD 5th Offense - 1 day ISS. 6th Offense - 2 day ISS.</p>
43	Improper Dress	Out of dress code (including ID violation) Note: Pursuant to R.S. 17:416(J)(1), students in grades Pre-K through 5 th grade shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation that is not tied to willful disregard of school policies.	<p>For every infraction</p> <p>Student Conference and/or Conference with Principal</p>	<p>For every infraction</p> <p>Student Conference and/or Conference with Principal</p>	<p>1st Offense - Student Conference 2nd and 3rd Offense - 1 ASD or 1 ISD 4th and 5th Offense - 2 ASD or 2 ISD 6th and 7th Offense - 2 ASD or 2 ISD 8th Offense (and every one thereafter) 1 ISS</p>	<p>1st Offense - Student Conference 2nd and 3rd Offense - 1 ASD or 1 ISD 4th and 5th Offense - 2 ASD or 2 ISD 6th and 7th Offense - 2 ASD or 2 ISD 8th Offense (and every one thereafter) 1 ISS</p>
44	Academic Dishonesty	Cheating that occurs in relation to formal academic exercise and may include plagiarism, fabrication, or deception.	<p>1st Offense - Student Conference and/or Conference w/ Principal</p> <p>2nd Offense - Restorative practices and/or Referred to Counselor</p> <p>3rd Offense - 1 ASD/ISD and/or Time Out Room and/or Loss of Privileges</p> <p>4th Offense - 1 ASD or ISD</p>	<p>1st Offense - 1 ASD or 1 ISD and retake assignment under strict supervision to determine grade</p> <p>2nd Offense - 1 ISS and zero on assignment</p>	<p>1st Offense - 1 ISS and retake assignment under strict supervision to determine grade</p> <p>2nd Offense - 2 ISS and zero on assignment</p>	<p>1st Offense - 1 ISS and retake assignment under strict supervision to determine grade</p> <p>2nd Offense - 2 ISS and zero on assignment</p> <p>Note: Dual enrollment courses are subject to the regulations of the college/university.</p>

Behavior Infractions, Disciplinary Policies and Actions - Grades Pre-K-12

For each referral, school administration will conduct a **student conference** and **notify parents** upon the completion of the referral process. **Restorative Practices** may be used as an alternative to in-school out-of-school suspension if an administrator reasonably determines it will effectively address the student behavior. Restorative Practices may also be used as an alternative to an expulsion recommendation if the Superintendent or designee reasonably determines it will effectively address student behavior, except when expulsion is required by law. The principal has the authority to increase or decrease the actions in discipline cases. This includes removing disruptive students from the school campus. Any incident that leads to an expulsion recommendation will be reported to the Superintendent/Designee and (if necessary) to the St. James Parish Sheriff's Office.

Level 2 Infractions (con't) (ISD - In School Detention, ASD - After School Detention, ISS - In School Suspension, OSS - Out of School Suspension)

	Infraction	Definition	Actions			
			PK - 3rd Grade	4th - 6th Grade	7th - 8th Grade	9th - 12th Grade
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 remains on the property once notified of the request to leave. This includes the unauthorized presence of a student on school property while on restrictive access, suspension, or expulsion. This also includes loitering on campus, or being on campus after dismissal.	<u>For every infraction</u> Student Conference and/or Conference with Principal	<u>1st Offense</u> – Student Conference and/or Time Out and/or 1 ISD or 1 ASD <u>2nd Offense</u> – 1 ISD or 1 ASD <u>3rd Offense</u> – 1 ISS <u>4th Offense</u> – 1 ISS	<u>1st Offense</u> -1 ISS <u>2nd Offense</u> -1 ISS <u>3rd Offense</u> -2 ISS <u>4th Offense</u> -2 ISS	<u>(On Campus After Dismissal)</u> <u>1st Offense</u> -1 ISS <u>(Students with Early Release)</u> <u>1st Offense</u> -1 ISS <u>(Not in Designated Area)</u> <u>1st Offense</u> -2 ASD or 2 ISD <u>*2nd - 6th Offense</u> (See repeat offenders)
46	Failure to serve an assigned consequence	Failure to serve any action assigned by administration.	<u>1st Offense</u> - Student Conference and/or Conference w/ Principal <u>2nd Offense</u> - Restorative practices and/or Referred to Counselor <u>3rd Offense</u> - 1 ASD/ISD and/or Time Out Room and/or Loss of Privileges <u>4th Offense</u> - 1 ASD or ISD	<u>1st Offense</u> – Student Conference and/or Time Out and/or 1 ISD or 1 ASD <u>2nd Offense</u> – 1 ISD or 1 ASD <u>3rd Offense</u> – 1 ISS <u>4th Offense</u> – 1 ISS	<u>1st Offense</u> -Reassign <u>2nd Offense</u> -Reassign <u>3rd Offense</u> -1 ISS <u>4th Offense</u> -2 ISS <u>5th Offense</u> -1 OSS (Admin can offer alternatives if there is a legitimate reason why student did not serve consequence.)	<u>1st Offense</u> -Reassign <u>2nd Offense</u> -Reassign <u>3rd Offense</u> -1 ISS <u>4th Offense</u> -2 ISS <u>5th Offense</u> -1 OSS (Admin can offer alternatives if there is a legitimate reason why student did not serve consequence.)

Behavior Infractions, Disciplinary Policies and Actions - Grades Pre-K-12

For each referral, school administration will conduct a **student conference** and **notify parents** upon the completion of the referral process. **Restorative Practices may be used as an alternative to in-school out-of-school suspension if an administrator reasonably determines it will effectively address the student behavior. Restorative Practices may also be used as an alternative to an expulsion recommendation if the Superintendent or designee reasonably determines it will effectively address student behavior, except when expulsion is required by law.** The principal has the authority to increase or decrease the actions in discipline cases. This includes removing disruptive students from the school campus. Any incident that leads to an expulsion recommendation will be reported to the Superintendent/Designee and (if necessary) to the St. James Parish Sheriff's Office.

Level 2 Infractions (con't) (ISD - In School Detention, ASD - After School Detention, ISS - In School Suspension, OSS - Out of School Suspension)

	Infraction	Definition	Actions			
			PK - 3rd Grade	4th - 6th Grade	7th - 8th Grade	9th - 12th Grade
47	*Misusing internet/violates electronic technology policy	Violating the district Student Internet Use Agreement (Acceptable Use Policy)	1st Offense - Student Conference and/or Conference w/ Principal 2nd Offense - Restorative practices and/or Referred to Counselor 3rd Offense - 1 ASD/ISD and/or Time Out Room and/or Loss of Privileges 4th Offense - 1 ASD or ISD	1st Offense – Student Conference (with restorative practices as appropriate) and/or Time Out and/or 1 ISD or 1ASD 2nd Offense – 1 ISD or 1 ASD 3rd Offense – 1 ISS 4th Offense – 1 ISS	1st Offense -2 ASD or 2 ISD *2nd - 6th Offense (See repeat offenders)	1st Offense -2 ASD or 2 ISD *2nd - 6th Offense (See repeat offenders)
49	False report	The filing of a false report, verbally and/or in writing, by a student regarding another student that was known to be untrue at the time it was submitted	1st Offense - Student Conference and/or Conference w/ Principal 2nd Offense - Restorative practices and/or Referred to Counselor 3rd Offense - 1 ASD/ISD and/or Time Out Room and/or Loss of Privileges 4th Offense - 1 ASD or ISD	1st Offense – Student Conference (with restorative practices as appropriate) and/or Time Out and/or 1 ISD or 1ASD 2nd Offense – 1 ISD or 1 ASD 3rd Offense – 1 ISS 4th Offense – 1 ISS	1st Offense -2 ASD or 2 ISD *2nd - 6th Offense (See repeat offenders)	1st Offense -2 ASD or 2 ISD *2nd - 6th Offense (See repeat offenders)
	Repeat Offenders of Level 2 Infractions	For any * offense in Level 2, any combination of offenses in this category For grades 7th - 12th only			2nd Offense - 2 ASD or 2 ISD (with restorative practices as appropriate) 3rd Offense - 1 ISS 4th Offense - 1 ISS and Tier 2 Behavior Support Tracking with counselor 5th Offense - 1 ISS and revisit Behavior Support Tracking with counselor 6th Offense - 1 OSS and revisit Behavior Support Tracking with counselor 7th Offense or more - 1 OSS and referral to SBLC	2nd Offense – 3 ASD or 3 ISD (with restorative practices as appropriate) 3rd Offense - 1 ISS 4th Offense - 2 ISS and Tier 2 Behavior Support Tracking with counselor 5th Offense - 2 ISS and revisit Behavior Support Tracking with counselor 6th Offense - 1 OSS and revisit Behavior Support Tracking with counselor 7th Offense or more - 2 OSS and referral to SBLC

Behavior Infractions, Disciplinary Policies and Actions - Grades Pre-K-12

For each referral, school administration will conduct a **student conference** and **notify parents** upon the completion of the referral process. **Restorative Practices may be used as an alternative to in-school out-of-school suspension if an administrator reasonably determines it will effectively address the student behavior. Restorative Practices may also be used as an alternative to an expulsion recommendation if the Superintendent or designee reasonably determines it will effectively address student behavior, except when expulsion is required by law.** The principal has the authority to increase or decrease the actions in discipline cases. This includes removing disruptive students from the school campus. Any incident that leads to an expulsion recommendation will be reported to the Superintendent/Designee and (if necessary) to the St. James Parish Sheriff's Office.

Level 3 Infractions (ISD-In School Detention, ASD-After School Detention, ISS-In School Suspension, OSS-Out of School Suspension, Expulsion Recommendation)

	Infraction	Definition	Actions			
			PK - 3rd Grade	4th - 6th Grade	7th - 8th Grade	9th - 12th Grade
02	Treats Authority with Disrespect	Talking back, mocking, gesturing. Any act which demonstrates disregard or interference with authority or supervising personnel.	1st Offense - Student Conference and/or Conference w/ Principal 2nd Offense - Restorative practices and/or Referred to Counselor 3rd Offense - 1 ASD/ISD and/or Time Out Room and/or Loss of Privileges 4th Offense - 1 ASD or ISD	1st Offense – Student Conference (with restorative practices as appropriate) and/or Time Out and/or 1 ISD or 1ASD 2nd Offense – 1 ISD or 1 ASD 3rd Offense – 1 ISS and Restorative Practices between teacher and student 4th Offense – 1 ISS	1st Offense – Student Conference (with restorative practices as appropriate) and/or Time Out and/or 1 ISD or 1ASD 2nd Offense – 1 ISD or 1 ASD 3rd Offense – 1 ISS and Restorative Practices between teacher and student 4th Offense – 1 ISS	1st Offense – Student Conference (with restorative practices as appropriate) and/or Time Out and/or 1 ISD or 1ASD 2nd Offense – 1 ISD or 1 ASD 3rd Offense – 1 ISS and Restorative Practices between teacher and student 4th Offense – 1 ISS
		<u>Flagrant disrespect:</u> vulgarity or aggression towards staff			1st Offense 1 ISS and Restorative Practices between teacher and student 2nd Offense 1 day OSS and Restorative Practices between teacher and student 3rd Offense 2 OSS 4th Offense 2 OSS	1st Offense 1 ISS and Restorative Practices between teacher and student 2nd Offense 1 day OSS and Restorative Practices between teacher and student 3rd Offense 2 OSS 4th Offense 2 OSS

Behavior Infractions, Disciplinary Policies and Actions - Grades Pre-K-12

For each referral, school administration will conduct a **student conference** and **notify parents** upon the completion of the referral process. **Restorative Practices** may be used as an alternative to in-school out-of-school suspension if an administrator reasonably determines it will effectively address the student behavior. Restorative Practices may also be used as an alternative to an expulsion recommendation if the Superintendent or designee reasonably determines it will effectively address student behavior, except when expulsion is required by law. The principal has the authority to increase or decrease the actions in discipline cases. This includes removing disruptive students from the school campus. Any incident that leads to an expulsion recommendation will be reported to the Superintendent/Designee and (if necessary) to the St. James Parish Sheriff's Office.

Level 3 Infractions (ISD-In School Detention, ASD-After School Detention, ISS-In School Suspension, OSS-Out of School Suspension, Expulsion Recommendation)

	Infraction	Definition	Actions			
			PK - 3rd Grade	4th - 6th Grade	7th - 8th Grade	9th - 12th Grade
03	Makes an unfound charge against authority	Accusing a school staff member of an unlawful act and/or a violation of school rules or policy that was known to be untrue at the time of the accusation. False statements or representations (known to be false at time made) 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.	1st Offense - Student Conference and/or Conference w/ Principal 2nd Offense - Restorative practices and/or Referred to Counselor 3rd Offense - 1 ASD/ISD and/or Time Out Room and/or Loss of Privileges 4th Offense - 1 ASD or ISD	1st Offense – Student Conference (with restorative practices as appropriate) and/or Time Out and/or 1 ISD or 1ASD 2nd Offense – 1 ISD or 1 ASD 3rd Offense – 1 ISS 4th Offense – 1 ISS	1st Offense 1-3 days of OSS 2nd Offense 3 OSS and <i>Expulsion Recommendation</i>	1st Offense 1-3 days of OSS 2nd Offense 3 OSS and <i>Expulsion Recommendation</i>
08	Uses or possesses electronic vapor products, tobacco, lighter, matches (without control substance)	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 and/or vehicles	1st Offense - Student Conference and/or Conference w/ Principal 2nd Offense - Restorative practices and/or Referred to Counselor 3rd Offense - 1 ASD/ISD and/or Time Out Room and/or Loss of Privileges 4th Offense - 1 ASD or ISD	1st Offense – Student Conference and/or Time Out and/or 1 ISD or 1ASD 2nd Offense – 1 ISD or 1 ASD 3rd Offense – 1 ISS 4th Offense – 1 ISS	1st Offense -1 OSS and completion of online course on dangers of tobacco and/or vaping 2nd Offense -2 OSS 3rd Offense -3 OSS 4th Offense OSS and <i>Expulsion Recommendation</i>	1st Offense -1 OSS and completion of online course on dangers of tobacco and/or vaping 2nd Offense -2 OSS 3rd Offense -3 OSS 4th Offense OSS and pending <i>Expulsion Recommendation</i>
03	Makes an unfound charge against authority	Accusing a school staff member of an unlawful act and/or a violation of school rules or policy that was known to be untrue at the time of the accusation. False statements or representations (known to be false at time made) 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.	1st Offense - Student Conference and/or Conference w/ Principal 2nd Offense - Restorative practices and/or Referred to Counselor 3rd Offense - 1 ASD/ISD and/or Time Out Room and/or Loss of Privileges 4th Offense - 1 ASD or ISD	1st Offense – Student Conference (with restorative practices as appropriate) and/or Time Out and/or 1 ISD or 1ASD 2nd Offense – 1 ISD or 1 ASD 3rd Offense – 1 ISS 4th Offense – 1 ISS	1st Offense 1-3 days of OSS 2nd Offense 3 OSS and <i>Expulsion Recommendation</i>	1st Offense 1-3 days of OSS 2nd Offense 3 OSS and <i>Expulsion Recommendation</i>

Behavior Infractions, Disciplinary Policies and Actions - Grades Pre-K-12

For each referral, school administration will conduct a **student conference** and **notify parents** upon the completion of the referral process. **Restorative Practices** may be used as an alternative to in-school out-of-school suspension if an administrator reasonably determines it will effectively address the student behavior. Restorative Practices may also be used as an alternative to an expulsion recommendation if the Superintendent or designee reasonably determines it will effectively address student behavior, except when expulsion is required by law. The principal has the authority to increase or decrease the actions in discipline cases. This includes removing disruptive students from the school campus. Any incident that leads to an expulsion recommendation will be reported to the Superintendent/Designee and (if necessary) to the St. James Parish Sheriff's Office.

Level 3 Infractions (con't) (ISD-In School Detention, ASD-After School Detention, ISS-In School Suspension, OSS-Out of School Suspension, Expulsion Recommendation)

	Infraction	Definition	Actions			
			PK - 3rd Grade	4th - 6th Grade	7th - 8th Grade	9th - 12th Grade
09	Uses or possesses alcoholic beverages	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	1st Offense - Student Conference and/or Conference w/ Principal 2nd Offense - Restorative practices and/or Referred to Counselor 3rd Offense - 1 ASD/ISD or Time Out Room or Loss of Privileges 4th Offense - 1 ASD or ISD	1st Offense – Student Conference and/or Time Out and/or 1 ISD or 1 ASD 2nd Offense – 1 ISD or 1 ASD 3rd Offense – 1 ISS 4th Offense – 1 ISS	1st Offense 1-3 days of OSS 2nd Offense 3 OSS and Expulsion Recommendation	1st Offense 1-3 days of OSS 2nd Offense 3 OSS and Expulsion Recommendation
11	Cuts, defaces, or injures any part of public-school buildings; vandalism	Damage, destruction, or defacement of property belonging to the school or others	1st Offense - Student Conference and/or Conference w/ Principal 2nd Offense - Restorative practices and/or Referred to Counselor 3rd Offense - 1 ASD/ISD and/or Time Out Room and/or Loss of Privileges 4th Offense - 1 ASD or ISD	1st Offense – Student Conference and/or Time Out and/or 1 ISD or 1 ASD 2nd Offense – 1 ISD or 1 ASD 3rd Offense – 1 ISS 4th Offense – 1 ISS	Restitution for each offense All Offenses -2 ISD or ASD and administrative conference Report each incident to proper authority; Principal (school) and Superintendent (system)	Restitution for each offense All Offenses -2 ISD or ASD and administrative conference Report each incident to proper authority; Principal (school) and Superintendent (system)

Behavior Infractions, Disciplinary Policies and Actions - Grades Pre-K-12

For each referral, school administration will conduct a **student conference** and **notify parents** upon the completion of the referral process. **Restorative Practices may be used as an alternative to in-school out-of-school suspension if an administrator reasonably determines it will effectively address the student behavior. Restorative Practices may also be used as an alternative to an expulsion recommendation if the Superintendent or designee reasonably determines it will effectively address student behavior, except when expulsion is required by law.** This includes removing disruptive students from the school campus. Any incident that leads to an expulsion recommendation will be reported to the Superintendent/Designee and (if necessary) to the St. James Parish Sheriff's Office.

Level 4 Infractions (ISD-In School Detention, ASD-After School Detention, ISS-In School Suspension, OSS-Out of School Suspension, Expulsion Recommendation)

	Infraction	Definition	Actions			
			PK - 3rd Grade	4th - 6th Grade	7th - 8th Grade	9th - 12th Grade
07	Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law in any form	The possession, use, cultivation, manufacturing, distribution, intent to distribute, concealment, sale, or purchase of any drug, narcotic, controlled substance, or paraphernalia on school grounds, at school-sponsored events, or on school vehicles	3 OSS and <u>may</u> result in <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>
13	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.	Possessing a weapon designed to expel a projectile by the action of an explosive; See any object described under "Weapon Type Code" in SIS User Drive. * Use of this code requires "Firearms and Explosive Weapon Code, * per SIS User Guide	3 OSS and <u>may</u> result in <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>
14	Possess 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 pocketknives with a blade length of less than 2 ½ (refer to code 31)	Possesses firearms, knives, or blades <u>greater</u> than 2 ½ inches 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) <i>*Use of this code requires *Other Weapon Code *per SIS User Guide.</i>	3 OSS and <u>may</u> result in <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>

Behavior Infractions, Disciplinary Policies and Actions - Grades Pre-K-12

For each referral, school administration will conduct a **student conference** and **notify parents** upon the completion of the referral process. **Restorative Practices may be used as an alternative to in-school out-of-school suspension if an administrator reasonably determines it will effectively address the student behavior. Restorative Practices may also be used as an alternative to an expulsion recommendation if the Superintendent or designee reasonably determines it will effectively address student behavior, except when expulsion is required by law.** The principal has the authority to increase or decrease the actions in discipline cases. This includes removing disruptive students from the school campus. Any incident that leads to an expulsion recommendation will be reported to the Superintendent/Designee and (if necessary) to the St. James Parish Sheriff's Office.

Level 4 Infractions (con't) (ISD-In School Detention, ASD-After School Detention, ISS-In School Suspension, OSS-Out of School Suspension, Expulsion Recommendation)

	Infraction	Definition	Actions			
			PK - 3rd Grade	4th - 6th Grade	7th - 8th Grade	9th - 12th Grade
16a	Instigates or participates in fights while under school supervision	A hostile confrontation with physical contact involving two individuals . This infraction does not include minor student altercations that can be quickly and safely broken up. Whenever help or flight is available, a student cannot claim the right of self-defense. A person who is the aggressor or who brings on difficulty cannot claim the right of self-defense.	1st Offense Restorative Practices and/or Loss of Privileges and/or 1 ASD or 1 ISD 2nd Offense 1 ISS 3rd Offense 1 OSS	1st Offense 1 OSS and Restorative Practices 2nd Offense 2 OSS and Restorative Practices 3rd Offense 3 OSS pending Administrative Hearing and contact with parent/legal guardian. 4th Offense Suspension out of school pending Expulsion Hearing. Report incident to proper authority, Principal (school), Superintendent (system) and Sheriff's Office (legal)	1st Offense - 1-3 OSS and Restorative Practices 2nd Offense - 3 OSS and <i>Expulsion Recommendation</i>	1st Offense - 1-3 OSS and Restorative Practices 2nd Offense - 3 OSS and <i>Expulsion Recommendation</i>
16b	Instigates or participates in in a <u>group</u> fight while under school supervision	A hostile confrontation with physical contact involving more than two individuals . This infraction does not include minor student altercations that can be quickly and safely broken up. Whenever help or flight is available, a student cannot claim the right of self-defense. A person who is the aggressor or who brings on difficulty cannot claim the right of self-defense.			3 OSS and <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>
21	Commits any other serious offense	Any severe or harmful incident not covered by any other code, that constitutes an imminent and substantial threat to physical safety or is criminal in nature.	3 OSS and <i>may</i> result in <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>

Behavior Infractions, Disciplinary Policies and Actions - Grades Pre-K-12

For each referral, school administration will conduct a **student conference** and **notify parents** upon the completion of the referral process. **Restorative Practices may be used as an alternative to in-school out-of-school suspension if an administrator reasonably determines it will effectively address the student behavior. Restorative Practices may also be used as an alternative to an expulsion recommendation if the Superintendent or designee reasonably determines it will effectively address student behavior, except when expulsion is required by law.** The principal has the authority to increase or decrease the actions in discipline cases. This includes removing disruptive students from the school campus. Any incident that leads to an expulsion recommendation will be reported to the Superintendent/Designee and (if necessary) to the St. James Parish Sheriff's Office.

Level 4 Infractions (con't) (ISD-In School Detention, ASD-After School Detention, ISS-In School Suspension, OSS-Out of School Suspension, Expulsion Recommendation)

	Infraction	Definition	Actions			
			PK - 3rd Grade	4th - 6th Grade	7th - 8th Grade	9th - 12th Grade
30	Discharge or use of a weapon(s) prohibited by federal law	Discharge or use of weapon described under " <u>Weapon Type</u> code" in SIS User Guide <i>* Use of this code requires *Firearms and Explosives Weapon Code* per SIS User Guide.</i>	3 OSS and <u>may</u> result in <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>
33	Use of over-the-counter medication in a manner other than prescribed or authorized	The use, possession, or distribution of any over-the-counter medication, whether prescribed or not, without permission from school officials	3 OSS and <u>may</u> result in <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>
35	Bullying/Harassment (Complete bullying form)		<u>1st Offense</u> 1-3 OSS and contact with parent/legal guardian	<u>1st Offense</u> 1-3 OSS and contact with parent/legal guardian	<u>1st Offense</u> 1-3 OSS and contact with parent/legal guardian	<u>1st Offense</u> 1-3 OSS and contact with parent/legal guardian
	<p><u>SJP school district will adhere to Louisiana's RS 17:416.13 for any bullying requirements, prohibitions, notices, reporting and accountability.</u></p> <p><u>Bullying</u> is a pattern of any one or more of the following: Gestures, including but not limited to obscene gestures and making faces. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors.</p> <p>Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.</p> <p>Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.</p>		<u>2nd Offense</u> OSS and <i>Expulsion Recommendation</i>	<u>2nd Offense</u> OSS and <i>Expulsion Recommendation</i>	<u>2nd Offense</u> OSS and <i>Expulsion Recommendation</i>	<u>2nd Offense</u> OSS and <i>Expulsion Recommendation</i>

Behavior Infractions, Disciplinary Policies and Actions - Grades Pre-K-12

For each referral, school administration will conduct a **student conference** and **notify parents** upon the completion of the referral process. **Restorative Practices** may be used as an alternative to in-school out-of-school suspension if an administrator reasonably determines it will effectively address the student behavior. Restorative Practices may also be used as an alternative to an expulsion recommendation if the Superintendent or designee reasonably determines it will effectively address student behavior, except when expulsion is required by law. The principal has the authority to increase or decrease the actions in discipline cases. This includes removing disruptive students from the school campus. Any incident that leads to an expulsion recommendation will be reported to the Superintendent/Designee and (if necessary) to the St. James Parish Sheriff's Office.

Level 4 Infractions (con't) (ISD-In School Detention, ASD-After School Detention, ISS-In School Suspension, OSS-Out of School Suspension, Expulsion Recommendation)

	Infraction	Definition	Actions			
			PK - 3rd Grade	4th - 6th Grade	7th - 8th Grade	9th - 12th Grade
36	Cyberbullying (Complete bullying form)	<i>SJP school district will adhere to Louisiana's cyberbullying RS 14:40.7</i> Cyberbullying is the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person under the age of eighteen.	<u>1st Offense</u> 1-3 OSS and <u>contact with parent/legal guardian</u> <u>2nd Offense</u> OSS and <i>Expulsion Recommendation</i>	<u>1st Offense</u> 1-3 OSS and <u>contact with parent/legal guardian</u> <u>2nd Offense</u> OSS and <i>Expulsion Recommendation</i>	<u>1st Offense</u> 1-3 OSS and <u>contact with parent/legal guardian</u> <u>2nd Offense</u> 3 OSS and <i>Expulsion Recommendation</i>	<u>1st Offense</u> 1-3 OSS and <u>contact with parent/legal guardian</u> <u>2nd Offense</u> 3 OSS and <i>Expulsion Recommendation</i>
37	False alarm/bomb threat	Initiating a warning of fire or another catastrophe without valid cause, misuse of 911, bomb threats, or discharging a fire extinguisher	1-3 OSS and <u>may</u> result in <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>
40	Public Indecency	Exposing of body parts such as genital/buttocks areas and female breasts in public	<u>1st Offense</u> Student Conference and/or Conference with Principal <u>2nd Offense</u> 1 ASD or 1 ISD	<u>1st Offense</u> 1-3 OSS and <u>may</u> result in <i>Expulsion Recommendation</i> <u>2nd Offense</u> 3 OSS and <i>Expulsion Recommendation</i>	<u>1st Offense</u> 3 OSS and <u>may</u> result in <i>Expulsion Recommendation</i> <u>2nd Offense</u> 3 OSS and <i>Expulsion Recommendation</i>	<u>1st Offense</u> 3 OSS and <u>may</u> result in <i>Expulsion Recommendation</i> <u>2nd Offense</u> 3 OSS and <i>Expulsion Recommendation</i>
41a	Obscene Behavior	Engaging in the conduct of a sexual nature, including consensual sexual activity	<u>1st Offense</u> Student Conference and/or Conference with Principal <u>2nd Offense</u> 1 ASD or 1 ISD	3 OSS and <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>

Behavior Infractions, Disciplinary Policies and Actions - Grades Pre-K-12

For each referral, school administration will conduct a **student conference** and **notify parents** upon the completion of the referral process. **Restorative Practices** may be used as an alternative to in-school out-of-school suspension if an administrator reasonably determines it will effectively address the student behavior. Restorative Practices may also be used as an alternative to an expulsion recommendation if the Superintendent or designee reasonably determines it will effectively address student behavior, except when expulsion is required by law. The principal has the authority to increase or decrease the actions in discipline cases. This includes removing disruptive students from the school campus. Any incident that leads to an expulsion recommendation will be reported to the Superintendent/Designee and (if necessary) to the St. James Parish Sheriff's Office.

Level 4 Infractions (con't) (ISD-In School Detention, ASD-After School Detention, ISS-In School Suspension, OSS-Out of School Suspension, Expulsion Recommendation)

	Infraction	Definition	Actions			
			PK - 3rd Grade	4th - 6th Grade	7th - 8th Grade	9th - 12th Grade
41b	Possession of obscene/pornographic material	Possession of sexual images in any form (i.e., computer, book, magazine, phone, picture, drawing, etc.)	1st Offense Student Conference and/or Conference with Principal 2nd Offense 1 ASD or 1 ISD	1st Offense 1-3 OSS 2nd Offense 3 OSS and <i>Expulsion Recommendation</i>	1st Offense 1-3 OSS 2nd Offense 3 OSS and <i>Expulsion Recommendation</i>	1st Offense 1-3 OSS 2nd Offense 3 OSS and <i>Expulsion Recommendation</i>
48	Sexual Harassment <i>See The Federal Code of Regulations (34 C.F.R. § 106.30)</i>	Conduct on the basis of sex that satisfies one or more of the following: * Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the school's education program or activity. * Sexual assault, domestic violence, dating violence, <u>or</u> stalking.	1-3 OSS and <u>may</u> result in <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>
50	Crimes of violence (R.S 14:2B)	Violent crimes include murder, assault and battery, rape and sexual battery, kidnapping, arson, criminal damage to property, burglary, misappropriation with violence to a person, and serious bodily injury	1-3 OSS and <u>may</u> result in <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>	3 OSS and <i>Expulsion Recommendation</i>

Definitions

Code of Conduct refers to the district's disciplinary rules that are set forth in this document.

Detention refers to a consequence for a violation of the Code of Conduct that does not remove the student from the classroom during instructional time, but requires a student to spend some amount of time in a particular school location during lunchtime, after school, or on the weekend.

Expulsion refers to a consequence for a violation of the Code of Conduct that removes a student from that student's school for not less than one school semester.

Functional Behavior Assessment or FBA refers to a systematic set of strategies that are used to determine the underlying function or purpose of a behavior so that an effective behavior management plan can be developed. An FBA consists of describing the problem behavior, identifying preceding or subsequent events that control the behavior, and developing and testing a theory of the behavior. An FBA should be completed by qualified professionals after reviewing student records and other relevant data and conducting direct observations of the student. FBAs are most commonly conducted for Students with a Disability, as defined below, but may be conducted for any child.

In-School Suspension refers to a consequence for a violation of the Code of Conduct that removes a student from her or his regularly assigned classroom and transfers her or him to a different in-school setting during the course of the regular school day where the student does not receive regular instruction but has the opportunity to complete work from their regular classroom.

Instructional Staff refers to certified staff (e.g., teachers and counselors) and non-certified staff (e.g., teacher aides) who work directly with students.

Law Enforcement Powers refers to arrest, citation, search, seizure, handcuffing, or the Use of Force, as defined below, by a School Resource Officer, as defined below, or another law enforcement officer.

Out-of-School Suspension refers to a consequence for a violation of the Code of Conduct that removes a student from his/her school for less than one school semester.

School Resource Officers or SRO's refers to any sworn or unsworn law enforcement officers who exert law enforcement powers, as defined herein, and who are stationed in or assigned to a District school.

State Reporting Form refers to Forms A and B of the Louisiana Department of Education School Behavior Report that schools in Louisiana are required to submit in order to document disciplinary referrals.

Student(s) with a Disability refers to a student who has qualified to receive disability-related services and/or supports under the Individuals with Disabilities Education Act, the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act of 1975 (unless his/her parent or guardian has chosen for the student not to receive such services and/or supports by failing to provide written consent to the initial offer of such services or, after initial consent, revoking consent for such services.)

Suspension or Expulsion and Suspension and Expulsion refers to In-School Suspension, Out-of-School Suspension, Expulsion, or transfer to an Alternative Education Program. It does not refer to positive interventions, corrective strategies, or detention.

Use of Force refers to any physical contact or physical coercion used by an SRO or another law enforcement officer to control or to restrain a student. The term does not include a physical escort, which is a temporary touching of the hand, wrist, arm shoulder, or back for the purpose of guiding or directing a student who is behaving in a manner inconsistent with school policies to a safe location.

School Board Policy Prohibition Against Bullying

The St. James Parish School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully or intimidate any student through words or actions. Such behavior includes, but is not limited to direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation. The school district policy follows the [Louisiana Department of Education's](#) guidance on reporting and investigating bullying incidents. The school district policy prohibiting bullying is included in the student code of conduct and includes but is not limited to the following:

- Any student who engages in bullying will be subject to disciplinary action up to and including expulsions.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- School staff and/or administrators will promptly investigate each complaint of bullying in a thorough and confidential manner.

- If the complainant student or parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and/or staff shall immediately report incidents of bullying, harassment or intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school, or a school-sponsored activity, and during a school-sponsored activity.

Bullying and intimidation will not be tolerated. Disciplinary action will be taken following each confirmed incident of bullying as listed in the Student Code of Conduct.

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying and students who commit an offense of bullying.

Students, parents/guardians and other school personnel may report incidents of bullying to an administrator, teacher, counselor or other staff member orally or in writing by using the appropriate form.

The procedures for intervening in bullying behavior include but are not limited to the following:

- All staff, students, and their parents will receive a copy of the policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- The school will keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- Anyone who witnesses or experiences bullying is encouraged to report the incident to a school official.

The following actions will be taken when bullying is reported:

1. Investigation - Upon receipt of any report of bullying, schools will direct an immediate investigation of the incident. The investigation will begin no later than the next business day in which the school is in session after the report is received by the school official. The investigation will be completed no later than ten school days after the date the written report of the incident is submitted to the school official. The investigation shall include interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s), and staff members separately. Physical evidence of the bullying incident will be reviewed, if available.
2. Notification - Parents or legal guardians of the victim and accused student will be notified of the investigative procedure. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.
3. Discipline - Upon confirming that bullying has occurred, the accused student will be charged with bullying and will receive age- appropriate consequences which shall include, at minimum, disciplinary action or counseling.
4. Follow Up - Complainants will be promptly notified of the findings of the investigation and the remedial action taken.
5. Documentation - Written documentation containing the findings of the investigation, including input from the students' parents or legal guardian, and the decision by the school official, will be prepared and placed in the school records of the victim and perpetrator.

Definition of Bullying (Act 861)

A pattern of one or more of the following:

- Gestures, including but not limited to obscene gestures and making faces;
- Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors;
- electronic communication including but not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device;
- physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property;
- repeatedly and purposefully shunning or excluding from activities; where the pattern of behavior is exhibited

toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school- sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school sponsored activity or event.

The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Corporal Punishment

The St. James Parish School Board shall prohibit the use of corporal punishment by all of its employees. Students shall not be paddled, spanked, forced to kneel, or physically disciplined for infractions of student conduct regulations. Furthermore, no other person (including parents or guardians) shall be allowed to administer corporal punishment to a student while on school grounds.

The School Board recognizes that good order and discipline within the schools are essential if teaching and learning are to be effective. Every teacher in the public school system has been charged to hold each pupil to a strict accountability for any disorderly conduct in school, on the school playgrounds or campus, or during intermission or recess. Principals shall have the authority to discipline and/or suspend from school any pupil who is guilty of disorderly conduct.

Nothing contained herein shall be interpreted as prohibiting an employee from using physical force, reasonable and appropriate under the circumstances, in defending himself or herself against a physical attack by a student, or from using physical force to restrain a student from attacking another student or employee, or to quell a disturbance, or to protect school property. Ref: LRS 17:81, 17:416

2023-2024 Student Code of Conduct

The undersigned student (Grades PK-12) and undersigned parents/guardians do hereby acknowledge and agree and adhere to the student code of conduct that includes all rules and regulations that govern St. James Parish Public Schools.

As a student, I have read and understand the contents of this code of conduct.

Student Name: _____ School: _____

Student Signature: _____ Date: _____

As a parent/guardian, I have read and understand the contents of this student code of conduct.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Home Phone Number: _____ Cell Phone Number: _____

Physical Address: _____

Mailing Address: _____

The Student Code of Conduct can be found on the St. James Parish School Website - www.stjames.k12.la.us.

_____ I DO want a hard copy of the code of conduct.

_____ I DO NOT want a hard copy of the code of conduct.