

TENSAS PARISH SCHOOL SYSTEM



STUDENT CODE OF CONDUCT

2007-2008

TENSAS PARISH SCHOOL BOARD
STUDENT CODE OF CONDUCT LEADERSHIP TEAM

Mr. Arthur L. Johnson, Assistant Superintendent

Mrs. Mary E. Johnson, Principal, Newellton Elementary School

Mr. Don Barton, Asst. Principal, Tensas High School

Mrs. Rosie C. Clark , Teacher, Newellton Elem. School

Mrs. Mary Secrest, Teacher, Tensas Elem. School

Gakoria Joyce, Student, Tensas Elementary School

Jeffery Armstrong, Student, Tensas Elem. School

Ms. Margaret Armstrong, Parent

Mrs. Tawanna Harvey, Parent

STUDENT CODE OF CONDUCT

The Tensas Parish School Board expects students to be well behaved while attending school or any school activity and conduct themselves in an appropriate manner at all times. Every teacher is authorized to hold every pupil to a strict accountability for any disorderly conduct in school or on the playgrounds of the school, on the street or road while going to or returning from school, or during intermission or recess. Students have the responsibility to know and respect the rules of the school system. Students shall comply with all Board policies and school regulations, student codes of conduct, and directions of principals, teachers, and other authorized school personnel during any period of time when the student is under the authority of school personnel.

NOTICE

Students shall be informed by school authorities that violations of Board policies and school rules may result in a range of disciplinary actions including corporal punishment, suspension or expulsion. Copies of current School Board disciplinary policies shall be distributed to each school prior to the beginning of school each year. The Board, through its schools, shall provide each pupil and his/her parent, tutor, or legal guardian with a copy of the Board's current discipline policies, which shall include a Student Code of Conduct. Each school shall plan and conduct meetings and programs each year within the first week of school to fully inform all employees and pupils of all discipline policies and school rules and regulations necessary for the safe and orderly operation of schools. The meetings/programs shall also include information on the consequences of violent acts committed on school property, at a school-sponsored function, or in a firearm free zone. Meetings shall be held, as necessary, throughout the school year to inform new employees and new students of such discipline policies and pertinent school rules.

GRADES K-6

Elementary school principals, grades K-6 may use, at their own discretion, any of the items under the Student Code of Conduct they feel appropriate. The student *Code of Conduct* includes but is not limited to the following offenses.

- a. in school suspension unless a danger to self or others
- b. assignment to school based detention
- c. require completion of assigned school and homework
- d. referral to counseling (or educational program)
- e. require an administrative conference with the parent or guardian. Include the teacher in the conference upon the teacher's request
- f. referral to School Building Level Committee
- g. referral to Office of Child Welfare and Attendance for action
- h. referral to Pupil Appraisal for support service, if appropriate; and
- i. any other disciplinary measure authorized by the principal with the concurrence of the teacher or the building level committee pursuant to Law and Board policy, which includes corporal punishment.

GRADES K-12

A student found in violation of the student *Code of Conduct* shall be disciplined according to the disposition set forth for that offense. The student *Code of Conduct* includes but is not limited to the following offenses:

SAMPLE

PARENT OR GUARDIAN STATEMENT OF COMPLIANCE
(For students grades K-12)

I, _____, parent or legal guardian
(Print name of parent or guardian)

of _____, do hereby agree to:
(Print name of student)

- 1. ensure that my child attends school daily, except for reasons due to illness or other excused absence;
- 2. ensure that my child arrives at school on time each day;
- 3. ensure that my child completes all required homework assignments; and,
- 4. attend all required parent and teacher or principal conferences.

Parents please sign below and return this portion to your child's school.

Signed: _____
(Signature of parent or guardian)

Date: _____

School: _____

PARENT OR GUARDIAN STATEMENT OF COMPLIANCE
(For students grades K-12)

SAMPLE

STUDENT STATEMENT OF COMPLIANCE
(GRADES K-12)

I, _____, do hereby agree to the following:
(Print name of student)

1. I will attend school daily, except when absent for reasons due to illness or other excused absence;
2. I will arrive at school on time each day;
3. I will demonstrate significant effort toward completing all required homework assignments; and,
4. I will follow school and classroom rules.

Signed: _____
(Student's signature)

Date: _____

School: _____

INCIDENT CODES	OFFENSE	DISPOSITION 1 ST	2 ND	3 RD	4 TH	5 TH
1	Willful disobedience/discourteous to adult/authority	warning	notify parents counseling by teacher/administrator	notify parents warning, counseling by teacher administrator	counseling 3 days suspension	5 days suspension
2	Disrespect for authority	notify parents counseling 3 days suspension	notify parents counseling 5 days suspension	notify parents counseling 9 days suspension	notify parents counseling suspension recommended expulsion	
3	Make unfounded charge against authority	notify parents warning, counseling by teacher or administrator	notify parents counseling by teacher or administrator 2 days suspension	notify parents counseling by administrator mandatory parent conference 3 days suspension	notify parents 5 days suspension	suspension recommended expulsion
4	Vulgarity, profanity, toward faculty, school personnel or school official	notify parents counseling 9 days suspension or expulsion	suspension recommended expulsion			
5	Is guilty of immoral or vicious practices	notify parents counseling 3 days suspension	notify parents counseling 5 days suspension	notify parents counseling 9 days suspension	notify parents counseling suspension recommended expulsion	
6	Is guilty of conduct or habits injurious to his/her associates	notify parents counseling 3 days suspension	notify parents counseling 5 days suspension	notify parents counseling 9 days suspension	notify parents counseling suspension recommended expulsion	
7	(a) Possession or use of illegal drug (ZERO TOLERANCE)	notify parents counseling suspension and recommended expulsion refer to law enforcement				
	(b) Possession of illegal drugs with intent to distribute (ZERO TOLERANCE)	notify parents counseling suspension and recommended expulsion refer to law enforcement				
	(c) Distribute, sell, or dispense controlled dangerous substance to anyone while on school premises or school bus (ZERO TOLERANCE)	notify parents suspension and recommended expulsion refer to law enforcement				
	(d) Possession of drug paraphernalia (ZERO TOLERANCE)	notify parents counseling suspension and recommended expulsion refer to law enforcement				
8	Possession of tobacco product and/or lighter material	notify parents counseling 3 days suspension	notify parents counseling 5 days suspension	notify parents 9 days suspension		
	Smoking or use of tobacco in any form	notify parents counseling 3 days suspension	notify parents counseling 5 days suspension	notify parents 9 days suspension		
9	Use or possession of alcohol with intent to distribute	notify parents counseling 9 days suspension	notify parents suspension recommended expulsion			

INCIDENT CODES	OFFENSE	DISPOSITION				
		1 ST TIME	2 ND TIME	3 RD TIME	4 TH TIME	5 TH TIME
10	Disturbs the school and habitually violates any school rule	notify parents counseling 3 days suspension	notify parents counseling 5 days suspension	notify parents counseling 9 days suspension	notify parents counseling suspension recommended expulsion	
11 (a)	Vandalism- School property	notify parents counseling 5 days suspension restitution before re-entering school notify law enforcement	notify parents counseling 9 days suspension restitution before re-entering school notify law enforcement	suspension recommended expulsion		
(b)	Breaking and entering school building	notify parents counseling suspension/ expulsion, restitution before re-entering school notify law enforcement	suspension recommended expulsion			
12	Vulgarity, profanity, obscenity, or use of other offensive words or names (spoken, written, or indicated).	notify parents counseling 3 days suspension	notify parents counseling 5 days suspension	notify parents counseling 9 days suspension	suspension recommended expulsion	
13	Possession of weapons) prohibited under federal law as defined in Section 921 of Title 18 of the U.S. Code (ZERO TOLERANCE)	notify parents counseling suspension and recommended expulsion refer to law enforcement				
14	Possesses firearms, knives, or other implements, not prohibited by federal law, which can be used as weapons, the careless use of which might inflict harm or injury (ZERO TOLERANCE)	notify parents counseling suspension and recommended expulsion refer to law enforcement				
15	Throws missiles able to injure others	notify parents counseling 3 days suspension	notify parents counseling 5 days suspension	notify parents counseling 9 days suspension	suspension recommended expulsion	li- oth-
16	Instigating a fight and/or fighting (ex: pushing, slapping, scuffling, wrestling)	notify parents counseling 3 days suspension parent conference/ Principal's discretion	notify parents counseling 5 days suspension administrative conference	notify parents counseling 9 days suspension	suspension recommended expulsion	
17	Violation of traffic and safety rules (Ex: speeding, tailgating, reckless driving)	notify parents counseling warning 3 days suspension	notify parents counseling warning 5 days suspension	notify parents counseling warning 9 days suspension	suspension recommended expulsion	
18	Leaves school premises, activity, or classroom without permission	notify parents counseling 1 day suspension	notify parents counseling 3 days suspension	notify parents counseling 5 days suspension	suspension recommended expulsion	

VIOLATIONS:

Violations of the dress code shall be handled in accordance with the following as indicated in the Tensas Parish Code of Conduct:

First Offense	Second Offense	Third Offense	Fourth Offense
notify parents counseling change dress if possible, in-house suspension Principal's discretion	notify parents counseling change dress unexcused absence 3 days suspension Principal's discretion	notify parents counseling 6 days suspension Principal's discretion	suspension or expulsion Principal's discretion

STUDENT COMPLAINTS AND GRIEVANCES

Students have both the right and responsibility to express school related concerns and grievances to the administration. Any student or group of students should request a meeting with the school principal for the discussion and consideration of a grievance. One faculty member of the student's choice may be present at such meeting. The meeting will be held within then (10) school/working days of the date the grievance was filed.

Grievances of students should be handled expeditiously and under proper procedures. Any student grievance shall follow the same procedures as outlined for Board employees.

Ref: Scott v. Board of Education, 304 N.Y.S. 2d 601 (1969); Darr v. Schmidt, 460 F.2d 609 (1972).

Revised: August, 1995

Revised: November, 1995

Revised: June, 2005

Revised: June, 2006

Revised: July, 2007

1. Students may not carry cigarettes, tobacco, smokeless tobacco, any other tobacco related products, etc., on the school campus.
2. No grooming appliances will be permitted at school except small combs and brushes.
3. Picks will not be worn in the hair. If found in student's hair, picks will be confiscated without warning.
4. Students are expected to be in dress code at all times while on campus including before and after school.
5. Students shall be prohibited from wearing any clothing considered to be too revealing by the principal or his/her designee.

SPECIFIC RULES FOR FEMALES

1. Hair must be clean and neatly groomed. Hair rollers, pin curls, or extreme hairstyles are inappropriate and will not be allowed.
2. Females may wear earrings, studs, or pins in the ears only.
3. Make-up must not be excessive.
4. No tank tops, sundresses, midriff tops, see-through blouses/shirts, halters, Undershirts, or spandex/elastic garments will be worn as outer garments by themselves.
5. No plunging necklines or garments which expose the breasts.
6. Skirts and jumpers will be worn no more than 2 inches above the knee, including splits.

SPECIFIC RULES FOR MALES

1. Males are prohibited from wearing any jewelry in the ears or nose. Male students are NOT allowed to wear EARRINGS of any kind.
If this rule is violated, the earrings will be confiscated and returned at the end of the school year.
2. Hair is to be kept neat, clean, combed and uncovered. It is to be styled so that the hair is kept above the eyes, the ear lobes are left uncovered, and the hair does not have a loose flowing effect in the back, although it may be a full cut with the hair no longer than chin length in the back (not pinned up).
3. Faces will be clean shaven. Neat trimmed mustaches are acceptable. Side burns will not extend below the ear lobes.
4. No garments will be worn which expose the chest.

INCIDENT CODES	OFFENSE	DISPOSITION				
		1 ST TIME	2 ND TIME	3 RD TIME	4 TH TIME	5 TH TIME
19	(a) Excessive absences	warning counseling verbal/written notification to parents	warning counseling verbal/written notification to parents. Referral to Supervisor of Child Welfare and Attendance	warning counseling verbal/written notification to parents Referral to Supervisor of Child Welfare and Attendance	warning counseling verbal/written notification to parents Referral to Supervisor of Child Welfare and Attendance	warning counseling verbal/written notification to parents Referral to Supervisor of Child Welfare and Attendance
	(b) Unexcused tardiness	verbal/written warning counseling	notify parents verbal/written warning counseling	notify parents 2 days suspension counseling	notify parents counseling	notify parents counseling 5 days suspension Principal's discretion
20	Is guilty of stealing/Theft	notify parents counseling 3 days suspension	notify parents counseling 9 days suspension	notify parents suspension	notify parents suspension recommended expulsion	
21	(a) Any other serious offense including, but not limited to:	to be determined by the school administrator				
	(b) Violation of TPSB Policy for access and use of internet and/or electronic resources available	notify parents 3 days suspension	notify parents 9 days suspension	notify parents suspension	notify parents suspension recommended expulsion	
	(c) Promoting gang membership and/or activities	notify parents counseling 3 days suspension	notify parents counseling 5 days suspension	notify parents counseling 9 days suspension	notify parents suspension recommended expulsion	notify parents suspension recommended expulsion
	(d) Molesting students (any hands on infraction or physical contact)	notify parents counseling 5 days suspension or expulsion	notify parents counseling 9 days suspension or expulsion	notify parents counseling suspension recommended expulsion	notify parents counseling suspension recommended expulsion	
	(e) Indecent behavior (all other infraction)	notify parent counseling 3 days suspension	notify parent counseling 5 days suspension	notify parents counseling 9 days suspension or expulsion	notify parents counseling 9 days suspension or expulsion	suspension recommended expulsion
	(f) Intimacy between students	notify parents counseling suspension and recommended expulsion				
	(g) Arson	notify parents counseling suspension and recommended expulsion refer to law enforcement				
	(h) Extortion	notify parents counseling 3 days suspension	notify parents counseling 9 days suspension or expulsion		suspension recommended expulsion	
	(i) Disrupting or conspiring to disrupt normal operation or school sponsored activities (Ex: bomb threat)	notify parents suspension and recommended expulsion refer to law restitution				

INCIDENT CODES	OFFICNSE	DISPOSITION				
		1ST TIME	2ND TIME	3RD TIME	4TH TIME	5TH TIME
21	(Continued)					
(j)	Inciting a riot	notify parents counseling suspension and recommended expulsion refer to law enforcement				
(k)	Participating in a riot	notify parents 9 days suspension restitution	notify parents suspension recommended expulsion			
(l)	Violation of Medication Policy	notify parents counseling 3 days suspension	notify parents counseling 5 days suspension	notify parents counseling 9 days suspension	suspension recommended expulsion	
(m)	Act of assault and battery upon faculty, school personnel or school official	notify parents counseling suspension and recommended expulsion refer to law enforcement				
22	Leaving campus/ bus without permission r	notify parents counseling and/ or 9 days suspension	suspension recommended expulsion			
23	Boarding bus at incorrect stop	notify parents counseling warning	notify parents counseling 1 day suspension	notify parents counseling 2 days suspension	notify parents counseling 5 days suspension	9 days suspension Principal's discretion
24	Defacing bus or destroying property	notify parent counseling 5 days suspension restitution before re-entering school notify law enforcement	notify parents counseling 9 days suspension restitution before re-entering school notify law enforcement	suspension recommended expulsion		
25	Eating, drinking chewing gum in classroom without teacher's permission	verbal warning counseling notify parents	counseling notify parents 1 day suspension	counseling notify parents 2 days suspension	counseling notify parents 5 days suspension	suspension recommended expulsion
26	Cutting class	notify parents counseling	notify parents counseling 2 days suspension	notify parents counseling 3 days suspension	notify parents 5 days suspension	9 days suspension Principal's discretion
27	(a) Students threatening students (killing, remarks, verbal written, or implied) (ZERO TOLERANCE)	notify parents assessment counseling suspension recommended expulsion refer to law enforcement				
	(b) Student threatening faculty school personnel or school official (verbal, written, or implied) (ZERO TOLERANCE)	notify parents assessment/counseling suspension and recommended expulsion refer to law enforcement				
28	Gambling	notify parents counseling 3 days suspension	notify parents counseling 5 days suspension	suspension recommended expulsion		
29	Possession or use of fireworks	notify parents counseling 3 days suspension	notify parents counseling 5 days suspension	suspension recommended expulsion		

GENERAL RULES FOR ALL STUDENTS

- Cleanliness must be observed at all times.
- Students should wear all conventional accessories from the skin out (underwear, bras, slips, shoes, socks, belts, etc.)
- Shirts and blouses meant to be tucked in shall be worn in this manner, (including before and after school hours).
- No caps/hats or bandanas are to be worn in school
- Hair must be clean and neatly groomed.
- Clothing which advertises alcoholic beverages, drug culture, suggestive language or gestures, or racial slurs will not be allowed. obscene/
- No hair rollers, hats/caps, scarves, sunglasses, forehead bands, or any type of head covering shall be worn inside the school building.
- All skirts, pants, skorts, and shorts will be worn at the waistline. ***The waistline shall be defined as "at the navel"***. No sagging pants will be allowed. Pants or other uniform bottoms worn below the waist, sagging or showing the underwear are prohibited.
- Overalls and jumpers must be worn with both straps fastened over the shoulders and buttoned completely on the sides.
- Belts must be worn on all pants designed with belts loops and may not be more than one size larger than the waist.
- Shorts will be worn no more than 3 inches above the knee, and must be hemmed (no cutoffs).
- No excessively tight clothes.
- No flip-flops, house/bedroom slippers are allowed. ***(flip-flops are defined as a kind of flat, backless sandal that consists of simple soles held on the foot by a V-shaped strap that passes between the toes and around either side of the foot, attached to the sole at three points, commonly known as the thong strap.)***
- Lace-up shoes must have strings and tied appropriately.
- Sunglasses may be worn only under doctor's orders. Evidence of doctor's order must be on file with the office.

PARISH-WIDE DRESS CODE

Uniform Top

Solid colors as determined by respective schools

Types: knit collared shirts and turtlenecks

(turtlenecks can only be worn under sweatshirt, sweater, or long sleeved shirt)

Shirts must be tucked in at all times.

Spirit shirt *(only on spirit day and only your respective school shirts)*

Uniform Bottom

Solid colors as determined by respective schools

Types: Long pants - must be uniform style – no gym clothes or cargo pants

Shorts - no more than 3 inches above the knee – must be uniform style, no gym clothes or cargo shorts, no cut offs

Skirts - no more than 2 inches above the knee (including splits)

Skorts - no more than 3 inches above the knee (including splits)

Jumpers - no more than 2 inches above the knee (including splits)

Capri pants - must be uniform style (no cargo pockets)

Belts

Colors – black, brown, or navy

A belt is require on all pants designed with belt loops and may not be more than one size larger than the waist

Shoes

Colors/Types – black or brown dress, casual white, navy or black tennis shoes or sandals

No flip-flops or house/bedroom slippers are allowed.

Shoes with laces must be laced and tied or tucked under the shoe tongue.

Shoes must be worn with socks *(Exception: sandals)*

Hosiery

Colors – plain white, navy, black, brown or natural socks (or stockings for females)

Jackets

Pullover jackets are not allowed.

A jacket with sleeves must zip or button in the front.

Must be worn open when inside the buildings

Jackets, coats, sweatshirts, sweaters must not be tied around the waist.

Miscellaneous Guidelines

(1) No trim, embroidery, monogram, label or any other decoration is allowed on any part of the uniform (school logos only)

(2) Jerseys may be worn over uniform on game days (as designated by the Administration).

INCIDENT CODES	OFFENSE	DISPOSITION				
		1 ST TIME	2 ND TIME	3 RD TIME	4 TH TIME	5 TH TIME
30	(a) Minor disturbance classroom/campus	notify parents counseling warning	counseling 1 day suspension	counseling 3 days suspension	notify parents counseling 5 days suspension	recommended expulsion
	(b) Misconduct on the school bus	notify parents counseling warning	notify parents conference counseling 3 days suspension from riding bus	notify parents 10 days suspension from riding the bus	notify parents removal from riding bus for remainder of school year	
31	Habitual violation of school/classroom rules	notify parents counseling 1 day suspension	notify parents counseling 2 days suspension	notify parents counseling 3 days suspension	notify parents counseling 9 days suspension recommended expulsion	
32	Dress code violation and grooming (grades K-12)	notify parents counseling change dress if possible	notify parents counseling change dress unexcused absence 3 days suspension/ Principal's discretion	notify parents counseling 6 days suspension/ Principal's discretion	suspension or expulsion/Principal's discretion	
33	Failure to attend detention/ISS	notify parents counseling 3 days suspension	notify parents counseling 5 days suspension	notify parents suspension/ recommended expulsion		
34	(a) Possession of inappropriate objects					
	(b) Possession and/or use of radios, TV's, tape recorders, and/or electronic games (not being used as instructional aids under supervision of the teacher)	confiscation verbal warning notify parents to pick up at schools discretion	notify parents confiscation and 3 days suspension keep until end of school year	notify parents confiscation and 5 days suspension keep until end of school year	notify parents counseling suspension recommended expulsion	
	(c) Possession of beepers, pagers cellular phones walkie talkies, or other communication devices.	notify parents counseling confiscate/parents pick up at school's discretion	notify parents counseling 3 days suspension	notify parents counseling 5 days suspension	notify parents suspension recommended expulsion	
	(d) Possession and/or distribution of pornographic material	notify parents counseling 3 days suspension	notify parents counseling 5 days suspension	notify parents counseling 9 days suspension	notify parents suspension recommended expulsion	
35	Refusing to sit in assigned seat	verbal warning counseling	counseling notify parents 1 day suspension	counseling notify parents 3 days suspension	counseling notify parents 5 days suspension	suspension recommended expulsion
36	Treats student with disrespect	notify parents counseling verbal warning	notify parents counseling 1 day suspension	notify parents counseling 3 days suspension	notify parents 5 days suspension	suspension recommended expulsion
37	Public display of affection (Ex: kissing)	notify parents counseling warning 3 days suspension	notify parents counseling 3 days suspension	notify parents counseling 5 days suspension	notify parents recommended expulsion	
38	(a) Sexual harassment Student to student	notify parents counseling 5 days suspension	notify parents counseling 9 days suspension	notify parents suspension recommended expulsion		
	(b) Student to teacher	notify parents counseling 9 days suspension	notify parents suspension recommended expulsion			

STUDENT DRESS CODE

<u>INCIDENT CODES</u>	<u>OFFENSE</u>	<u>DISPOSITION</u> <u>1ST TIME</u>	<u>2ND TIME</u>	<u>3RD TIME</u>	<u>4TH TIME</u>	<u>5TH TIME</u>
39	Not having proper materials, supplies equipment (shorts in P.E., etc.) needed for participation	notify parents counseling warning	notify parents counseling warning	notify parents counseling 2 days suspension	notify parents counseling 3 days suspension	
40	Not participating in class	notify parents counseling verbal warning	notify parents counseling 1 day suspension	notify parents counseling 3 days suspension	notify parents 5 days suspension	
41	Dishonesty-forging signatures or grades	notify parents counseling 3 days suspension	notify parents counseling 5 days suspension	notify parents counseling 9 days suspension		recommended expulsion
	Regulation against cheating	notify parents counseling Teacher gives "0" on test/assignment	notify parents counseling 2 days suspension Teacher gives "0" on test/assignment	notify parents counseling 3 days suspension Teacher gives "0" on test/assignment	notify parents counseling 5 days suspension Teacher gives "0" on test/assignment	suspension recommended expulsion
42	Horse playing	notify parents counseling	notify parents 1 day suspension	notify parents 2 days suspension	notify parents 5 days suspension Principal's discretion	
43	Loitering and/or sitting in parked cars (owner/participants)	notify parents counseling	notify parents counseling 5 days loss of driving/riding automobile on school premises	notify parents counseling loss of driving/riding automobile for the year on school premises		
44	Verbal, physical or written harassment/Bullying	notify parents counseling 3 days suspension	notify parents parent-conference counseling 5 days suspension	notify parents parent-conference 9 days suspension	notify parents suspension recommended expulsion	

It is the policy of the Tensas Parish School Board that no mode of attire will be considered proper for school wear that distracts from or disrupts classroom and school decorum. Any style or appearance that tends to diminish instructional effectiveness or discipline control by teachers is not acceptable. School principals maintain the right to determine extremes in styles of dress and grooming and what is appropriate and suitable for school. The principals of each school will make the final decision as to what is considered proper or improper dress.

All Tensas Parish School Board employees are asked to model appropriate behavior regarding attire and grooming and encourage students to do the same.

The Tensas Parish School Board expects all students in the parish to display personal pride by keeping their bodies and clothes clean and free from body odor. **Students may be sent to the gym for showers when deemed necessary.**

The following dress code and personal grooming guidelines shall apply to all students in grades K through 12.

NOTE:

Corporal punishment may be used according to School Board policy at any level of disciplinary action, if deemed appropriate. Corporal punishment will continue to be an option before suspension.