

## **GUIDELINES FOR ADMINISTERING DISCIPLINE**

**I.** The Lafayette Parish School Board recognizes the necessity for reasonable control and discipline over the conduct of pupils under its jurisdiction. Every teacher in the public school system shall endeavor to hold each pupil to a strict accountability for any disorderly conduct in school\*, or on the playgrounds of the school, on the street or while going to or returning from school, or during intermission or recess (\*school includes school-sponsored activities). To assist the teacher, the Board shall establish regulations for the use of disciplinary measures within the schools and continually monitor and appraise their usefulness. Louisiana Revised Statute 17:416 provides the foundation for addressing the discipline of students within the school setting and at school sponsored events or activities.

### **II. POSITIVE BEHAVIORAL SUPPORTS**

In compliance with the Juvenile Justice Education Partnership Act of 2003 and the Board of Elementary and Secondary Education's Model Master Plan for Discipline all Lafayette Parish Schools shall establish a school-wide system of discipline which utilizes positive behavioral supports. Schools shall establish, post, and provide direct instruction on school-wide behavioral expectations to each student at the beginning of each school year and reinforce expectations throughout the school year. School personnel shall provide yearly training to all school staff on positive behavioral supports and the school-wide discipline plan. Each school shall establish a school leadership team which meets regularly to review behavioral and related data and guide the positive behavior process.

### **III. AUTHORITY OF SCHOOL PRINCIPALS**

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any pupil(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school. Depending on the severity of the offense committed by the student, the principal retains the right and the responsibility to use any appropriate form of discipline available including suspension, recommending expulsion, and/or law enforcement. However, no pupil shall be disciplined in any manner by the School Board or school principal, teacher, or other school employee for the use of force upon another person when it can be reasonably concluded that the use of such force more probably than not was committed solely for the purpose of preventing a forcible offense against the pupil or a forcible offense provided that the force used must be reasonable and apparently necessary to prevent such offense. A pupil who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself.

### **IV. PRINCIPAL INTERVENTIONS**

**A.** The following are disciplinary interventions assigned by principals:

1. Principal counsels and warns student
2. Principal phone call to parent
3. Principal initiates parent-teacher conference
4. Parent/Teacher/Student/Principal Conference (must be held upon the third removal of student from the same classroom)

5. Referral to Counselor (School-based, Safe Schools/Healthy Students, Safe and Drug Free Schools)
6. Assignment to Choices Program
7. Loss of campus privileges (participation in school activities, field trips, ability to drive)
8. Recess Detention
9. Time Out
10. Teacher Assistance Team Referral
11. Supervised Work Detail
12. Behavior Clinic Assignment (one to three days)
13. Discipline Center Assignment (hourly or up to three consecutive days)
14. Out of School Suspension (maximum of five consecutive days)
15. Recommend Expulsion
16. Other Means which the Principal has designed

**V. AUTHORITY OF SCHOOL TEACHERS**

- A. Teaching Behavioral Expectations and Remediation of Deficits  
Each teacher shall in the beginning of each school year and periodically throughout the school year provide his or her students with the rules of the school and how those apply in their particular classroom. The teacher should teach the behavioral expectation and provide a system to acknowledge appropriate behavior and remediate behavioral deficits.
- B. In-School Alternatives and Preservation of Instructional Time  
Since academic achievement is associated with the amount of instructional time received by a student, the use of alternatives (re-teaching, remediation, brief time-out in classroom, calls to parents, notes home, behavior plans) to removal from class is encouraged. In addition, counseling alternatives (school counselors, classroom assistance team (CAT) social workers (K-3), Safe Schools/Healthy Students counselors, Special Education Crisis Teams) are encouraged.
- C. Each teacher may take disciplinary action (no state form required) to correct a pupil who disrupts normal classroom activities, who is disrespectful to a teacher, who willfully disobeys a teacher, who uses abusive or foul language directed at a teacher or another pupil, who violates school rules, or who interferes with an orderly education process. The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the Board.

**VI. TEACHER/STAFF INTERVENTIONS**

- A. The following are infractions which may be managed initially (dependent upon intensity) by a classroom teacher or other school personnel:
1. Willful Disobedience
  2. Breaking a Classroom Contract
  3. Sleeping in Class
  4. Disrespect for Authority (rolling eyes, smacking lips, mumbling)
  5. Using Profanity or Vulgar Language/Symbols/Gestures (not directed at an adult)
  6. Pushing, Horseplay, Play Fighting, Arguing

7. Cheating (on graded assignments)
8. Displaying Inappropriate Public Affection (holding hands)
9. Harassment, Intimidation, Bullying of a Student (low level teasing)
10. Uniform and ID Violations
11. Defacing School Property (e.g. writing on desk)
12. Writing Profanity or Vulgar Language/Symbols/Gestures (not directed at anyone)
13. Being in an Unauthorized Area (no hall pass, leaving assigned area)
14. Tardy to Class
15. Other Classroom/School Disturbances of Low Intensity

B. The following classroom interventions may be utilized to correct student behavior.

1. Restating of desired behavior and verbal reminder
2. Reteaching desired behavior; student-teacher conference
3. Verbal warning
4. Written warning, phone call/note home to parent
5. Behavioral Contract
6. Individual behavior management plan
7. Referral to TAT (Teacher Assistance Team), Teaming, Positive Behavior Support or Discipline Committee
8. Denial of special privileges (computer time, recess)
9. Assignment of special extra duties
10. Supervised isolation of the student within the classroom or other area approved by the administrator or designee (time-out)
11. Assignment of reasonable written or oral work
12. Referral for a counseling session
13. Peer mediation/conflict resolution
14. Parent conference
15. Detention-during school hours (i.e.: recess detention)

## **VII. STUDENT REMOVAL FROM CLASSROOM**

A. A pupil may be immediately removed from a classroom by the teacher and placed in custody of the administrator or designee if the pupil's behavior prevents the orderly instruction of other pupils, poses an immediate threat to the safety of pupils or the teacher, or when a pupil exhibits disrespectful or threatening behavior toward a teacher. If removed, the student shall not receive credit for school work missed. Students who are not preventing instruction may be referred to the office but may not warrant immediate removal.

B. If a pupil is preventing the delivery of instruction and is removed from class in kindergarten through grade 6, he/she shall not be permitted to return to class for at least thirty (30) minutes unless agreed to by the teacher. A pupil removed from class for preventing instruction in grades 7 through 12 shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action.

C. The following infractions would substantiate removing a student from class

immediately and require the completion of a State Behavior form.

1. Aggravated Harassment, Aggravated Intimidation, Aggravated Bullying, Aggravated Hazing, or Extortion of a Student (verbal, physical, sexual)
2. Possession of Pornographic Materials (print, photos, electronic files)
3. Threatening Violence or Falsely Reporting a Bomb on Campus
4. Intentionally Pulling Fire Alarm on Campus
5. Possession and Distribution of or Intent to Distribute Drugs (illegal, prescription, over the counter)
6. Smoking/Possessing Cigarettes or Other Tobacco Products
7. Alcohol-Possession, Use or Distribution
8. Cheating (High Stakes Testing)
9. Vandalism
10. Possession of a Weapon (firearm, knives or other implements which can be used as weapons)
11. Possessing Fireworks
12. Making or Lighting an Incendiary Device or Item; Lighting Fireworks
13. Fighting or Instigating a Fight
14. Physical or Verbal Assault or Cursing a Teacher, Staff Member, or Principal
15. Leaving Class Without Permission
16. Leaving Campus Without Permission
17. Stealing/Assisting to Steal Test Documents
18. Use/Under the Influence of Drugs ( no prescription)
19. Aggravated Damage to Computer Files
20. Engaging (attempting to ) in Sexual Relations
21. Repeated Minor Behaviors in which intervention has been attempted and documented and continues to prevent instruction

D. Upon the pupil being removed from class and sent to the principal's office, the principal or designee shall advise the student of the particular misconduct of which he is accused as well as the basis for such accusation, and the pupil shall be given an opportunity to explain his version of the facts. The principal shall conduct a counseling session with the pupil to discuss the particular misconduct and establish a course of action. If the principal determines that the removal of the student from class was warranted, the pupil shall not be readmitted to the classroom until the principal has implemented one of the following disciplinary measures:

1. In-school suspension (Discipline Center)
2. Detention (lunch detention, recess detention, Behavior Clinic)
3. Suspension (out of school)
4. Initiation of expulsion hearings
5. Requiring the completion of all assigned school and homework which would have been assigned and completed by the pupil during the period of suspension.
6. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or building level committee (School-wide Discipline Plan).

E. Additionally, teachers should complete state behavior forms for the following infractions. The student need not be removed from the classroom for these infractions unless they are

preventing instruction. A principal can call for the student when he/she is able to process the referral.

1. Failure to Attend Behavior Clinic, Discipline Center, or other Assigned Discipline
  2. Impersonating School Personnel (Identity Theft)
  3. Violation of Electronic Resources Policy or Cell Phone policy
  4. Violating Driving or Parking Lot Rules
  5. Theft of Property
  6. Taking an/or Publishing Photos of a Student or School Personnel without Permission
- F. When a pupil has been removed from a classroom, the teacher may require the parent, tutor, or legal guardian of the pupil to have a conference with the teacher in the presence of the principal or his or her designee before the pupil is readmitted. Upon the pupil's third removal from the same classroom, the teacher and principal shall discuss the pupil's disruptive behavior and contemplated disciplinary measures to be taken before the principal implements such measures. If appropriate, a referral of the matter may be made to the appropriate building level committee. In addition, a conference between the teacher or other appropriate school employee and the pupil's parent, tutor, or legal guardian shall be required prior to the pupil being readmitted. If the disruptive behavior persists, the teacher may request that the principal transfer the pupil into another setting.
- G. Whenever a teacher is struck by a pupil, the pupil, in addition to any other discipline given, shall be permanently removed from the teacher's classroom, unless the teacher objects, or unless the principal, with the concurrence of the building level committee, finds the striking incident to be entirely inadvertent.
- H. Students who are suspended and/or recommended for expulsion from school may not be on any school campus, school bus, or school event during the term of the suspension and/or recommended expulsion.
- I. While La.R.S.17.416A indicates a student suspended or recommended for expulsion shall receive no credit for schoolwork, exams and/or tests missed while he/she is suspended or expelled, the Lafayette Parish Pupil Progression Plan does make exception for mid-term and final exams. (See Pupil Progression Plan) Students are allowed to make up these tests.
- J. Discipline assignments take precedence over all school activities (athletic events, band practice, field trips, etc.) Students suspended and/or recommended for expulsion may not attend, participate or represent the school in any school activity during the terms of that exclusion or removal. Students returned to campus after a recommended expulsion may continue to be prohibited from extracurricular activities.
- K. When a student transfers from one school to another within the Lafayette Parish School System, the student's discipline/attendance records for that school year will also be transferred. The student will continue at the appropriate step in the discipline process at the new school.

**VIII. DISCIPLINARY INFRACTIONS AND CONSEQUENCES**

A. Disciplinary Dispositions and Definitions-Least Restrictive to Most Restrictive (The following order is not progressive and all steps may not be applicable depending on the school site or disciplinary infraction)

1. Counsel and Warn-Principal speaks with student to discuss misbehavior and advises student of consequences for continued violations.
2. Referred to School Resources-Student is referred to school resources (i.e. school counselor, mental health providers, Safe and Drug Free Schools Counselors, Teacher Assistance Team, School Building Level Committee, School Resource Officer) for intervention
3. Parental Contact-Principal contacts parent to discuss misbehavior
4. Lunch or Recess Detention-Principal assigns student to detention for a specified date and time
5. Work Detail/Cafeteria Duty-Student is assigned to complete supervised community service at the school
6. Punish Work-Principal assigns remediation work for student to complete by a specified date and time.
7. Conference with Parent-Principal schedules and conducts a conference with the student’s parent/legal guardian, student, and/or teacher(s).
8. Behavior Clinic-Student is assigned to After School Detention
9. Choices-Student is assigned to the Choices Program provided by the Safe and Drug Free School Office (tobacco infractions)
10. Discipline Center-Student is assigned an in-school suspension at their school site
11. Out of School Suspension-Student is suspended out of school for a period of one to five days
12. Recommended for Expulsion-Student is suspended from school pending an Expulsion Hearing with a district Hearing Officer who will determine if/when he/she will be allowed to return to the school system and what campus they will be assigned

B. The following disciplinary chart provides behavior infractions, operational definitions of infractions, and the range of consequences for initial and repeated infractions. Please note that the following is a guideline and each infraction will be investigated by an principal or his designee to determine the appropriate action.

**Lafayette Parish School System Disciplinary Infraction Chart**

Disciplinary Infraction	Definition	Range of Consequences (Initial Infraction)	Range of Consequences (Repeated Infraction)
<b>VIOLATING SCHOOL AND CLASSROOM RULES</b>			
Willful Disobedience	Intentionally refusing to obey the request of a school staff member (e.g. Refusing to identify oneself, report where told)	Counsel and Warn to Suspension	Behavior Clinic to Suspension (1-3 Days) with scheduled parent conference

Breaking a Classroom Contract	Violation of a previously agreed upon and signed contract between a student, teacher/principal/counselor, and/or parent	Behavior Clinic to Suspension	Discipline Center to Suspension
Failure to Attend Behavior Clinic, Discipline Center, Recess Detention or Other Assigned Discipline	Student does not attend a behavior clinic, detention center assignment, recess detention, or other assignments to which they have been advised of (student and parent) and assigned	Reassignment (double time or placement on the next disciplinary level) with warning to student and parent that repeated failure to attend will result in suspension	Suspension (1 Day)
Cheating	To violate testing policies to gain an advantage during a graded or non-graded assignment (Cheating during High Stakes Testing follows LPSS Test Security Policy)	Zero on assignment, parent notification	Zero on Assignment with Discipline Center to Suspension (1-3 Days)
Pushing, Horseplay, Play Fighting, Arguing	Engaging in low level physical contact not meant to seriously injure another	Counsel and Warn to Suspension	Discipline Center to Suspension
Displaying Inappropriate Public Affection	Participating in kissing, touching, or other acts of inappropriate public affection	Counsel and Warn to Discipline Center	Discipline Center to Suspension (1 Day)
Violating School Uniform Policy and/or ID Policy	Clothing, accessories, hairstyles, etc that violate the uniform policy or failing to wear one's ID appropriately	Counsel and Warn to Remove from class until appropriate attire is obtained	Repeat violations should be coded under Deliberate Disobedience
Disruption of Campus or Classroom Process	Student interrupts the normal course of a process or activity in the classroom or on the campus	Counsel and Warn to Discipline Center	Discipline Center (may be multiple days) to Placement on the next Disciplinary Level
Throwing Objects	Throwing of any object which would be injurious to others	Counsel and Warn to Suspension	Suspension
Violating Driving or Parking Lot Rules	Violating driving rules or rules established for school parking lots	Counsel and Warn to Removal of Driving Privileges with Suspension	Removal of Driving Privileges for Semester or Remainder of Year to Suspension
Habitual Violation of School Rules	Repeated violation of school rules despite disciplinary intervention	Suspension to Recommend Expulsion Any student after being suspended on three occasions during the same school year, shall on committing the fourth offense, be recommended for expulsion from all public schools of the parish where he resides.	Same
<b>DISRESPECT</b>			
Disrespect for Authority	Intentional and/or repetitive lack of respect for someone in authority (teacher, aide, school support staff, principal, volunteer, etc.)	Counsel and Warn to Suspension	Behavior Clinic to Recommended Expulsion
Makes an Unfounded Charge Against School System Personnel	A student accuses a school system employee of something which is not supported by evidence and has no substantial proof.	Restitution through written and verbal apology and acknowledgement of wrongdoing to Suspension	Suspension to Recommended Expulsion
Using Profanity or Vulgar Language/ Symbols/ Gestures	Verbalizing profane language or displaying profane symbols or gestures	Counsel and Warn to Discipline Center	Behavior Clinic to Suspension

Physical or Verbal Assault or Cursing a Teacher, Staff Member, or Principal	Intentionally engaging in conduct (physical or verbal) that places another in reasonable apprehension of bodily harm or using foul language directed at a staff member	Suspension to Recommend Expulsion	Recommend Expulsion
<b>FIGHTING, BULLYING, THREATENING, AND OTHER PHYSICAL ENDANGERMENTS</b>			
Harassment, Intimidation, or Bullying of a Student (verbal, physical, or sexual)	See glossary for definition of terms	Discipline Center to Suspension (1-3 Days) with a session of Conflict Resolution	Suspension (1-5 Days) to Recommend Expulsion
Aggravated Harassment, Intimidation, Bullying, Hazing or Extortion of a Student (verbal, physical or sexual)	Severe or serious repeated harassment, intimidation, bullying, or hazing of a student or school personnel. See glossary for definitions	Recommend Expulsion	Same
Fighting or Instigating a Fight	To use violent physical means such as blows with fists or a weapon to try to injure or overpower someone	Suspension (3-5 Days), one session of anger management and restriction of extracurricular activities for a set amount of time (maximum of 18 weeks)  Elementary: Discretion of Principal	Recommend Expulsion  Elementary: Same
Threatening Violence or Falsely Reporting a Bomb on Campus	Making a threat to harm or falsely reporting that a bomb is on campus	Recommend Expulsion and refer to Law Enforcement	Same
Intentionally pulling fire alarm on campus	Pulling a fire alarm on campus	Elementary: Discipline Center to Suspension (1-3 Days) Middle/High: Recommend Expulsion	Same
Threatening School Personnel	Making a viable verbal, physical, or written threat to harm school personnel	Suspension (1-3 Days) to Recommend Expulsion and File Police Report	Recommend Expulsion

**DRUGS, ALCOHOL, AND TOBACCO**

Possession and Distribution of or intent to Distribute Drugs	Possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug or other controlled substance governed by the Uniform Controlled Dangerous Substances Law (includes one's own prescription medication) on school property, on a school bus, or at a school event.	Elementary: Refer to School Board through a Recommendation for Action Middle/High: Recommend Expulsion. All cases: File police report and/or refer to District Attorney for action. Refer to Safe and Drug Free Schools for testing and screening for evidence of abuse(SASSI).	Same
Smoking/Possessing Cigarettes or Other Tobacco Products	Smoking or possessing tobacco products	Elementary: Counsel and Warn to Suspension Middle/High: Assignment to Choices Program	Suspension (1-3 Days)
Alcohol-Possession, Use, or Distribution	Having alcohol on one's person or one's locker,/car/book bag/other personal items on a school campus or at a school-related event; Displaying evidence or admitting to being intoxicated on school property or at a school-related event; Distribution	Elementary: Counsel and Warn with Parent Contact to Recommend Expulsion Middle/High: Recommend Expulsion	Same



	(giving, loaning, or selling) of alcoholic beverages on a school campus or at a school-related event.		
Under the Influence of Drugs	Displaying evidence or admitting to being under the influence of drugs on school property or at a school-related event.	Recommend Expulsion	Same
<b>POSSESSION OF INAPPROPRIATE ITEMS</b>			
Possession of Pornographic Materials (print/photos/electronic files)	Possession of sexually explicit photos, magazines, writings, or electronic files that are intended to cause sexual arousal	Confiscation of material, parent conference to Suspension (1 Day)	Suspension (1-3 Days)
Violation of Electronic Resources Policy or Cell Phone Policy	Possession of electronic device (MP3 players, radios, headphones, cell phones, etc.) on a school campus or bus or at a school event which is prohibited by the Electronic Resource or Cell Phone policies	Cell Phones: High School-One day suspension Middle School-Confiscation of device Elementary School- Confiscation of device All other Electronic Equipment-Confiscation of device to Suspension (1 Day)	Cell Phones: Suspension-All levels All other devices: Behavior Clinic to Suspension
<b>VANDALISM</b>			
Defacing School Property and/or Vandalism	The willful or malicious destruction or defacing of school property or property of others (including technology equipment and school buses)	Counsel and Warn with restitution to Recommend Expulsion with restitution (including work detail) A student can be refused readmission if restitution is not made unless directed to do so by the Superintendent of Schools.	Suspension (1-3 Days) to Recommend Expulsion
Writing Profanity or Vulgar Language/Symbols/Gestures	Writing profane language or drawing profane symbols or gestures	Counsel and Warn to Suspension	Discipline Center to Suspension (1-3 Days)
Unauthorized Access or Damage to Computer Files	Accessing, changing or damaging computer files or computer equipment that are forbidden from use/viewing	Counsel and Warn to Discipline Center with Restitution	Discipline Center to Suspension with Restitution
Aggravated Damage to Computer Files	Intentional serious or more severe damage to computer files belonging to the school, school system, or a school employee	Suspension (2 days) with restitution for damages required for return to school to Recommend Expulsion	Same
<b>FIREARMS, WEAPONS, KNIVES, AND OTHER DANGEROUS IMPLEMENTS</b>			
Possession of a Firearm on School Property or at a School-Related Event	Physical control over a weapon which is prohibited under federal law and defined in Section 921 of Title 18 of the US Code (in one's car, book bag, locker, etc.)	Recommend Expulsion (required for firearms only). File police report and/or refer to District Attorney for action.	Recommend Expulsion (required for firearms only). File police report and/or refer to District Attorney for action.
Possession of weapons, knives, or other implements which can be used as weapons or facsimile of a weapon	Physical control over a weapon, knife, or other implement which can be used as a weapon (e.g. pellet guns, shot guns shells) or any facsimile of a weapon	Suspension to Recommend Expulsion	Recommend Expulsion
Possessing Fireworks	Having fireworks on one's person or in one's belongings, locker, or desk	Discipline Center to Suspension (1 Day) Elementary: Parent Contact to Suspension	Suspension to Recommend Expulsion

Making an/or Lighting an Incendiary Device or item; Lighting Fireworks	Lighting a firework on a school campus or at a school-related event	Suspension (1-3 Days) to Recommend Expulsion	Recommend Expulsion
<b>TARDINESS, CUTTING, AND SKIPPING</b>			
Being in an Unauthorized Area (skipping class)	Intentionally occupying an unauthorized area which is forbidden at all times or being present in an area while student is designated to be elsewhere at a specific time	Counsel and Warn to Suspension	Discipline Center to Suspension
Leaving Class Without Permission	Exiting a classroom or instructional area without explicit permission of the instructor	Counsel and Warn to Discipline Center	Discipline Center (2 or more days) to Suspension
Leaving Campus Without Permission	Leaving campus without permission of a school staff member	Notify parents with placement in Discipline Center to Suspension Elementary: Recommend Expulsion	Suspension to Recommend Expulsion
Tardy to Class	Student is not present at the designated time that class begins (by tardy bell, where applicable)	Behavior Clinic	Behavior to Next Disciplinary step

<b>THEFT</b>			
Theft of Property	Taking the property of a student, staff member, or school.	Counsel and Warn with Restitution to Suspension	Discipline center to Suspension (1-3 Days) with Restitution
Stealing/Assisting to Steal Test Documents	Taking or participating with someone to steal a test, test answers or other forbidden test-related items	Failure of Test and Suspension to Recommend Expulsion	Same
<b>MISCELLANEOUS</b>			
Taking and/or Publishing Photos of a Student or School Personnel without Permission	Photographing and/or publishing photographs of another without written permission	(Dependent of Content) Confiscation of property (photo, camera, picture phone) and Discipline Center to Recommend Expulsion	Suspension to Recommend Expulsion
Engaging(Attempting to) in Sexual Relations	Engaging or attempting to engage in sexual relations on a school campus or at a school-related event	Recommend Expulsion Elementary: Discretion of Principal	Same
Conviction of a Felony on or off a School Campus	A student is convicted of a felony or is incarcerated in a juvenile institution for an act that would have constituted a felony if it had been committed by an adult	Recommend Expulsion-heard before LPSS Board	Same
Gambling	Participating in any game of chance of any kind or character that is played for money; any game in which a student risks the loss of anything of value in order to realize a gain or profit of any kind	Suspension  Elementary: Discretion of Principal	Suspension to Next Disciplinary Level  Elementary: Same
Failed to Attend Assigned Discipline	Failed to attend the Substance Abuse Guidance Program as directed.	Recommend Expulsion	N/A
Failed to Attend Assigned Discipline	Failed to attend the Choices Program as directed.	Suspension	N/A

Impersonating School Personnel (Identity Theft)	Falsely identifying oneself as a school staff member	Restitution through written and verbal acknowledgement and apology to Recommend Expulsion	Suspension to Recommended Expulsion (may refer to law enforcement)
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**Note:** Skipping school was removed. If a student never enters campus (skipping school) then it is a parental supervision and attendance concern. The parent should be notified if you are made aware. If a student comes to campus and leaves before the bell rings it is considered leaving campus without permission. If either of these events become habitual then completion of a C-10 would be required.

**IX. DISCIPLINE AND ALTERNATIVE SCHOOLS**

Students removed from their home campus and placed at an alternative school site are subject to additional or alternate disciplinary measures that are discussed during the admission of the student to the Alternative Program. Violation of the signed contract can dictate immediate dismissal. Students assigned to an Alternative Program lose their rights and privileges to be on any regular school campus until they have been released from the Alternative Program.

**X. PARENTAL RESPONSIBILITIES IN THE DISCIPLINARY PROCESS**

**A. Current Contact Information**

Parents should provide the school with up to date telephone numbers and addresses. When a note is written to a parent, they should sign the note/agenda and have the student return with it on the next school day. If the teacher requests a phone call or conference the parent should contact the school in a timely fashion. Communication between school and home is encouraged but must be scheduled in advance with the teacher to respect class instruction time.

**B. Informing the Parent of Action**

Correspondence regarding disciplinary action will be made through phone contact, letters/notes sent home with the student (agenda books and weekly folders), and letters sent to the home address through the mail. Parents/guardians shall be notified in writing and/or by telephone when any of the following disciplinary actions are applied in grades K-12.

1. Behavior Clinic
2. Discipline Center
3. Suspension (a mailed letter is mandatory)
4. Recommended Expulsion (certified letter is mandatory)
5. Choices Program

**C. Immediate Disciplinary Removal**

A student whose presence in or about a school poses continued danger to any person or property or an ongoing threat of disruption to the academic process shall be immediately removed from the school premises. Phone calls home regarding discipline should be returned immediately. Sometimes it becomes necessary to remove a student from

campus immediately due to safety/disciplinary action. A parent or guardian should be available by phone at all times and must make arrangements for pick up as necessary.

D. Suspensions

Letters written informing parents of suspension of their child will be sent to the home. The parent should comply by not sending the child to any school or any school related events for the entirety of the suspension. If a parent is required to attend a conference upon return of the child to school, they must attend. On the third removal, such a conference shall be required for readmittance.

E. Recommending Expulsion

The parent or guardian of a student recommended for expulsion from school will receive a certified letter outlining the expulsion procedures. The student is not permitted to attend school until the due process hearing is held. A parent or guardian must attend and bring the student dressed in school uniform. Failure to schedule and attend the hearing so that a disposition may be made will result in referral of the parent and student to the District Attorney's Office for truancy. The parent and student shall be subject to all sanctions pursuant to Children's Code Article 730 (8) and 731 (La. R.S. 17:416A).

F. Transportation

It is the responsibility of the parent or legal guardian to provide timely transportation for the student should a student be disciplined for any behavior violations that require additional time at school (before, after, or during school) or any discipline programs (CAPS, LAPS, Choices, Anger Management). If transportation cannot be arranged you should report this to the school principal.

G. Return from Suspension Conferences

In any case where a teacher, principal, or other school employee is authorized to require the parent, tutor, or legal guardian of a pupil to attend a conference or meeting regarding the pupil's behavior, and after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal, or his designee, shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction. "Notice" of the conference, specifying the time and date of the conference, shall be given by contacting the parent, tutor, or legal guardian by telephone at the telephone number shown on the pupil's registration card or by sending a certified letter to the address shown on the pupil's registration card. A parent is responsible for notifying the school of changes of address or phone numbers immediately. Communication between parents and classroom teachers, and principals should be fostered to reduce school misbehavior and avoid school removal.

**XI. REPORTS TO PRINCIPALS**

- A. Any teacher or other school employee may report to the principal any pupil who acts in a disorderly manner or is in violation of school rules, or any misconduct or violation of school rules by a pupil who may or may not be known to the teacher or employee. Incidents of alleged discipline violations shall be reported on two (2) forms, one form to report only school transportation-related incidents and one form to report all other

incidents. The forms shall be submitted in accordance with procedures outlined by the Board, the Superintendent, and school system personnel. The principal shall review and act upon such information submitted, to determine if suspension or other disciplinary action is necessary.

- B. Should the principal fail to act on any report of misconduct or school violation, he/she shall explain the reasons for doing so to the Superintendent or designee and to the teacher or school employee reporting the violation.

## **XII. DELINQUENT STUDENTS**

- A. Pupils who regularly disrupt the normal school environment shall be considered as delinquent, and may be reported by appropriate school personnel to the juvenile court. Any pupil that exhibits disruptive behavior, an incorrigible attitude, or any other discipline problems in general, may be recommended by the principal for expulsion, assignment to an appropriate alternative education program, or transfer to adult education if the pupil is:
  1. Seventeen (17) years of age or older with less than five (5) units of credit toward graduation;
  2. Eighteen (18) years of age or older with less than ten (10) units of credit toward graduation; or
  3. Nineteen (19) years of age or older with less than fifteen (15) units of credit toward graduation.

## **XIII. DEFINITIONS**

- A. In-school suspension (Discipline Center in Lafayette Parish schools)  
Removing a pupil from his/her normal classroom setting but maintaining him/her under supervision of the school. Pupils participating in in-school suspension may receive credit for work performed during the in-school suspension. Any pupil who fails to comply fully with the rules for in-school suspension shall be subject to immediate suspension.
- B. Detention (Behavior Clinic in Lafayette Parish Schools) means activities, assignments, or work held before the normal school day, after the normal school day, or on weekends. Failure or refusal by a pupil to participate in assigned detention shall subject the pupil to immediate suspension (in-school).

## **XIV. RECUSAL OF PRINCIPAL IN DISCIPLINE MATTERS**

Any school principal or principal's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse themselves whenever a member of the immediate family of the principal or principal's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent.

Immediate family means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

## **XV. DISCIPLINE OF STUDENTS WITH SECTION 504 DISABILITIES**

Section 504 of the Rehabilitation Act of 2073 requires that a child who is considered handicapped according to the Office of Civil Rights criteria must be evaluated before making a "significant change in his/her placement."

A. General Guidelines

1. When a single suspension or combination of suspensions equal six (6) days, the School Building Level Committee (SBLC) is encouraged to meet, complete a 504 Discipline Form and determine whether the child's behavior is related to the handicapping condition. If this is found to be so, consideration should be given to adjusting the child's school program to provide for his handicap, i.e. behavior management plan.
2. Upon ten (10) days of accumulated suspensions or if a child is recommended for expulsion from school, the SBLC must meet, complete a 504 Discipline Form and determine whether the behavior is related to the handicapping condition. The 504 Coordinator or designee should be notified of the meeting.
3. The Committee must include at least one (1) member knowledgeable about the child and his/her behavior and one (1) member with knowledge of characteristics of the handicap. The parent must also be invited to participate.
4. If the behavior is not related to the handicapping condition, the child may be disciplined according to parish policy. If the behavior is related to the handicapping condition, the child may not be excluded from school; however, the child may be put in an alternative setting after proper interventions have been in place for thirty (30) days and with approval from proper authority. He/she should be referred to the SBLC to determine whether a 504 re-evaluation or IDEA evaluation is appropriate.

**XV. DISCIPLINE OF STUDENTS WITH DISABILITIES:**

Discipline of students with disabilities shall be in accordance with Policy File: JDBC-R Guideline for Administering Discipline of Students With Disabilities.

**XVI. MEDICINES AND VIOLATION OF THE MEDICATION POLICY**

- A. As a general principle, medications are not to be given at school. School personnel will administer medications when a licensed physician or dentist certifies in writing that it is medically necessary, that the medication be administered during school hours. The parent/guardian must provide written authorization in the form determined by the Lafayette Parish School System for the school to comply with the physician's medication order and must follow all regulations adopted by the Board.
- B. If, through an investigation, a determination is made that the student is in violation of the parish medication policy, the principal may use any appropriate form of discipline available including suspension, recommended expulsion, and/or law enforcement referral.

## **XVII. GUIDELINES FOR ADMINISTERING DISCIPLINE FOR VIOLATION OF THE MEDICATION POLICY**

Unless there is a compelling reason to do otherwise, principals should follow these guidelines after a thorough investigation.

- A. If a determination is made that the possession or consumption of medication (over-the-counter and/or prescription) is for personal medical use, it is recommended that the student be assigned to Behavior Clinic or Discipline Center if the amount of the medication in possession is not excessive (one or two). Examples of over-the-counter medication include aspirin, cough drops, Tylenol, allergy tablets, Midol, but not NoDoze, Mini-thins, etc.
- B. When prescription medication is labeled by a pharmacy or physician as prescribed for the student who is in possession and the amount is not excessive (one dose) and a determination is made that the possession or use was for medicinal purposes only, then suspension is recommended. If the investigation determines that the student used or possessed the prescription upon parental advice and the amount is not excessive (one dose), a lesser penalty is suggested.
- C. If through the investigation, a determination is made that the possession or use of over-the-counter or prescription medication was for non-medicinal use i.e., to alter mood, to generate a high etc., recommended expulsion and possible law enforcement referral is required.
- D. If through the investigation, a determination is made that the possessed over-the-counter or prescription medication was for distribution, or if the student is determined to have distributed to others, recommended expulsion and possible law enforcement referral is required.
- E. If the administrative investigation determines that a student was in possession of or has used a drug prescribed to someone else other than that student, discipline could range from a one-day suspension to a recommended expulsion and possible law enforcement intervention.
- F. If the investigation determines that the student was in possession of or has used the drug, and it is determined that the student stole or borrowed the prescription from a relative or someone else with or without the person's knowledge, recommended expulsion is required with possible law enforcement intervention.

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Lafayette Parish Public Schools, Louisiana