









# Attachment A



## SCHOOL ADMISSION

The Jefferson Parish School Board shall grant admission to any student to any school in the district once the student has been registered for admission by the parent or legal guardian, under such rules and regulations as the School Board may prescribe.

The School Board shall grant admission or readmission to a student to any school in the district if the student meets all of the following criteria:

1. Resides within the geographic boundaries of the school system.
2. Meets the eligibility requirements for school entrance pursuant to the provisions of the Louisiana Constitution and the Louisiana Code of Education.
3. Is nineteen (19) years of age or younger on September 30<sup>th</sup> of the calendar year in which the school year begins, or is twenty (20) years of age or younger on September 30<sup>th</sup> of the calendar year in which the school year begins and has sufficient course credits that he/she will be able to graduate within one (1) school year of admission or readmission.
4. Has not received a high school diploma or its equivalent.
5. Is otherwise eligible for enrollment in a public school in accordance with the provisions of the Louisiana Constitution and the policies of the School Board and the Louisiana Board of Elementary and Secondary Education.

If a person meets all of the criteria stated above, the School Board shall not deny admission or readmission based on any of the following characteristics:

1. The person voluntarily withdrew from school.
2. The person is pregnant.
3. The person is a parent.
4. The person is married.

The admission or readmission of a person who will be twenty (20) years of age on September 30<sup>th</sup> of the calendar year in which the school year begins shall be limited to grade twelve (12).

The admission or readmission of a person with an occupational disability shall be limited to grade twelve (12) in accordance with the provisions of the Louisiana Constitution and the Louisiana Code of Education.

All students, upon enrolling in any public school in the parish, shall be required to provide the following information to school officials:

1. An official birth certificate. A birth certificate shall be accepted for children born in Louisiana except as otherwise provided herein. Children born in Louisiana will be given a fifteen (15) day grace period to secure a copy of their birth record. Children born out of the state of Louisiana will have thirty (30) days grace in which to produce a copy of their birth record. At the end of the grace period, those pupils who have not had valid birth certificates submitted shall be reported to the Supervisor of Child Welfare and Attendance. If, at the time allotted, the Supervisor of Child Welfare and Attendance or a designee shall notify the parents by letter that a birth certificate must be presented. The letter shall contain the child's name, date of birth, place of birth and the names of both parents. If a birth certificate or verification is not obtained by the end of the school year, the Supervisor of Child Welfare and Attendance or his/her designee shall notify the parents by letter that the student will not be allowed to enter a Jefferson Parish Public School the following year unless the parent appears in person at the appropriate regional superintendent's office with any and all records which may indicate the birth of the child. Such a notation shall be made on the student's cumulative record for the appropriate year.
  - A. The regional superintendent will render a judgment of the information presented and will advise the school involved as to the disposition of the case.
  - B. Passports and visas will be accepted in lieu of birth certificates.
2. Present to school officials satisfactory evidence of immunization against vaccine-preventable diseases according to the age appropriate schedule as required by the Office of Public Health, Department of Health and Hospitals.
3. All official school records of school previously attended or information needed to access such records when transferring from one school to another one inside the School District, including but not limited to, enrollment records and/or access any and all records of the enrollment.
4. As a prerequisite to enrolling in the first grade, evidence of prior attendance at a school in the state of Louisiana or in another state or country shall be satisfactory to the school system prior to the time of enrollment in first grade.
5. Evidence of being bona fide residents of the school district with limited exception. However, children temporarily residing in the district as determined by the School Board who have no permanent address shall be accepted.

abandoned by their parents, or who are in foster care shall be admitted to school, except as may be allowed by statute.

In addition, other information:

1. Certified copy of the judgment awarding legal custody of a divorced or separated parents or legal guardians.
2. VISA/Passport (if applicable)
3. Final report card from the previous year (except kindergarten)

Other requirements, regulations and procedures regarding sponsor admissions are outlined in the School Board's *Student Services Policies and Procedures Handbook*.

#### ADMISSION OF CHILDREN OF MILITARY MEMBERS

The School Board shall allow a dependent child of an active duty member of the United States Armed Forces of the military to register and enroll in the Department of Defense to register and enroll in its jurisdiction by remote means, including electronic means, prior to becoming a resident of the state, provided all of the following apply:

1. The student's parent or legal guardian is an active duty member of the military, residing at a comparable duty location in Louisiana pursuant to an official military order.
2. The student's parent or legal guardian provides an official military order transferring the parent or legal guardian to a military installation or comparable duty location in Louisiana.
3. The student's parent or legal guardian completes and submits all required registration and enrollment forms and documentation, except that proof of residency shall not be required until ten (10) days after the arrival date specified on the parent or legal guardian's transfer orders.

The School Board shall provide a student of a military family who remotely registers the same enrollment opportunities available to resident students, including requesting and applying for school assignment, registration, and applying to participate in school activities, and applying to a specific school or program, including a lottery for admission to a specific school or program.

A student of a military family registered and enrolled shall not attend school until residency is provided in accordance with the Department of Defense policy.



### ADMISSION OF EXPELLED STUDENTS

No student who has been expelled in accordance with state law from any school in the state shall be admitted to any school in the school system except upon the review and approval of the School Board.

No student who has been expelled from any school outside the state of Louisiana or any public school within Louisiana for committing any of the offenses enumerated in state law shall be admitted to any school in the school system except upon the review and approval of the governing body of the admitting school.

### ADMISSION OF STUDENTS WHO COMMITTED FELONY

The conviction of any student of a felony or the incarceration of the student in a juvenile institution for an act, whether committed in Louisiana or any other state, shall constitute sufficient cause for the Superintendent to refuse admission of the student to any school in the school district and to place the student in an alternative school for a period of less than one semester, except as provided in the School Board policy. Incarceration in a juvenile institution means an order of commitment to a secure care facility imposed as part of a disposition in a delinquency proceeding.

The Superintendent or his designee shall consider the student admission and the basis on which such grounds are believed to exist. The student shall be given an opportunity to explain his version of the facts and why admission should not be denied. In lieu of the conference, the student may submit, and the Superintendent (or his designee) shall consider, a statement and supporting documents explaining why the student believes that he or she should not be denied admission or assigned to an alternative placement or placement. LRS 17:4 (6)(D). The student shall not be refused admission on the grounds of a felony conviction or incarceration for a felony grade offense without confirmation of such conviction or incarceration from the court in which the proceedings were held.

### ADMISSION OF HOMELESS STUDENTS

Except as provided above with regard to students, this or any other Jefferson Parish School Board policy shall be interpreted to impede the immediate or continued enrollment of homeless children as addressed in policy Homeless Children and Youth.

### ADMISSION OF STUDENTS WITH SPECIAL NEEDS

Neither the School Board nor any public school shall require the parent or guardian of any child to provide any information or documentation prior to enrolling the student in a public school, unless otherwise specifically required by law.

Nothing herein shall prohibit a public school from providing an enrollment preference to a student with special needs on the student's parent or legal guardian's behalf, provided the school with information regarding such needs.

Revised: April, 2008

Revised: August, 2010

Revised: September, 2014

Revised: December 9, 2018

Revised: November, 2021

Ref: 42 USC 11431 et seq. (*Stewart B. McKinney Homeless Assistance Act*); La. Rev. Stat. Ann. §§17:101, 17:151.3, 17:167, 17:221, 17:221.2, 17:222, 17:225.1, 17:238, 17:416, 17:3914, *Singleton v. Jackson Municipal Separate School District*, 9 F. 2d 1211 (5th Cir., 1970); *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes 12-15-18.

# Attachment B

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**EXPULSION**

The Jefferson Parish School Board may expel a student from school if an offense committed by the student is serious enough to warrant such action or is a violation of state law or the School Board's code of conduct. Before any expulsion the school principal or his/her designee shall advise the student of the particular misconduct of which he/she is accused as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her version of the facts. The principal or designee shall contact the parent or legal guardian of the student to notify him/her of the expulsion and establish a date and time for a conference with the principal or designee to discuss the requirement for readmittance to the student. Notice shall be given to the parent or legal guardian by telephone at the home address shown on the student's registration card or by electronic communication, and additionally by certified letter sent to the address shown on the student's registration card. If the parent or legal guardian fails to attend the required conference within five (5) school days, the student's truancy laws shall be effective.

Upon the recommendation for expulsion of a student by the principal, a hearing shall be conducted by the Superintendent or his/her designee within fifteen (15) school days to determine the facts of the case and make a finding of whether or not the student is guilty of conduct warranting expulsion. The Superintendent shall provide written notice of the hearing to the student and his/her parent or legal guardian, and the notice shall advise the student and his/her parent or legal guardian of their rights. Notification of the time, date, and place of the hearing shall be provided to the parent. Every hearing shall be conducted in accordance with the policies and procedures of the Board of Education. *Policies for Students and Families.*

At the hearing, the principal and/or teacher concerned may be represented by any person appointed by the Superintendent. The student and his/her parent or legal guardian may also be represented by any person appointed by the Superintendent. The student shall be present at the hearing and present any relevant information. Until the hearing, the student shall remain suspended with access to classwork and the opportunity to earn academic credit. If a student is expelled or otherwise suspended for longer than ten (10) days, shall be provided with academic instruction at an alternative setting in accordance with La. Rev. Stat. Ann. §17:416.2.

Upon the conclusion of the hearing and upon finding the student guilty of conduct warranting expulsion, the Superintendent shall determine whether such student shall be expelled and the specified period of expulsion, or if other disciplinary action shall be taken. Unless otherwise stipulated by state statutes, the period of expulsion shall not exceed more than one school semester, or any part of the next calendar year, if necessary. During an expulsion, the Superintendent shall place the student in an alternative school or in an alternative educational placement.

## APPEALS

The parent or legal guardian of the student who has been recommended for expulsion in accordance with state law may, within five (5) days after the decision to expel has been rendered, submit a request to the School Board to review the findings of the Superintendent or designee at a time set by the School Board, otherwise the decision of the Superintendent shall be final. The parent or legal guardian of the student shall have such right of review even if the recommendation of expulsion is reduced to a suspension.

Upon receipt of a timely request for School Board review, the Superintendent shall provide a complete copy of the record attached for Board review only. School Board review shall be limited to the record provided by the Superintendent.

The Board may vote to go into executive session to discuss the case. Discussion of the matter in executive session shall be limited to the hearing record provided by the Superintendent. The Board will not hear oral argument from either party, nor consider any evidence outside of the record.

The Board may seek guidance from the Administration should it wish to modify the recommendation of the Superintendent or his designee. The Board may also seek legal advice from the Board or System attorney. The Board may vote to uphold, reverse or modify the Superintendent's recommendation.

The parent or legal guardian of the student who has been recommended for expulsion in accordance with state law may, within ten (10) school days, appeal the decision to the parish in which the student's school is located, an adverse ruling of the School Board in upholding the action of the Superintendent or his/her designee. The parent or legal guardian may request the School Board upon a finding of guilt to reconsider the ruling or revise the ruling if new evidence is submitted. The parent or legal guardian of the student shall have such right to appeal to the district court even if the recommendation for expulsion is reduced to a suspension.

## EXPULSION INVOLVING FIREARMS

Any student, age sixteen (16) or older, or under sixteen (16) and in grades six (6) through twelve (12), who is found guilty of being in possession of a firearm on school property, on a school bus or in actual possession of any school sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of four (4) complete school semesters and shall be ineligible for admission to any school for the remainder of the student's school career.

Any student in kindergarten through grade five (5) who is found guilty of being in possession of a firearm on school property, on a school bus, or in actual possession of any school sponsored event, pursuant to a hearing, shall be expelled from school for a minimum period of two (2) complete school years and shall be ineligible for admission to any school for the remainder of the student's school career.

attorney for a party.

However, this suspension shall not apply to any student who is found guilty of the offenses described in the above paragraphs on a case-by-case basis, provided that no modification is in writing.

### EXPULSION INVOLVING DRUGS

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

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

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

### VIRTUAL INSTRUCTION

The provisions related to suspension of a student shall not apply to virtual instruction received by a student in the student's home.

### ADDITIONAL REASONS FOR EXPULSION

Students may also be expelled for any of the following reasons:

1. Any student, after being suspended for a violation of the suspension policy or other infraction, depending on the severity of the behavior, may be expelled upon recommendation by the principal to the Superintendent or designee. Expulsions shall be reserved for serious infractions involving weapons or other dangerous items when the safety of students and staff has been put in jeopardy.
2. Any student who is found carrying or possessing a knife.
3. In accordance with federal regulation, any student who is found to be in possession of a

weapon to a school under the School Board's jurisdiction during the minimal term of one calendar year. The Superintendent may modify the expulsion requirement on a case-by-case basis. A weapon, in accordance with federal statute, means a firearm or any device which is designed to expel a projectile or any destructive substance, which, in turn, means, any explosive, incendiary, or poison gas, bomb, grenade, rocket, missile, pipe or similar device.

4. Any student who is expelled shall be suspended for three (3) occasions for non-military weapons offenses during the same school year. **shall, upon completion of the offense, be expelled from all the public schools of the parish until the beginning of the next school year.** The review and appeal process shall apply.
5. The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony, may be cause for expulsion of the student to be determined as determined by the School Board; such expulsions shall require the vote of two-thirds  $\frac{2}{3}$  of the elected members of the School Board. The length of the expulsion shall not be longer than the student's period of adjudication as determined by the applicable court presiding over the student's criminal matter, and shall run concurrent to the student's period of disposition. **If the student's expulsion period is longer than the student's period of incarceration for a separate offense and the student completes the period of incarceration with time left in the expulsion period, the Superintendent or his/her designee may require the student to serve the time left in the expulsion period.** **Incarceration in a juvenile institution means an order of commitment to state's custody in a secure care facility imposed as part of a disposition in a delinquency proceeding.** **The Superintendent shall require confirmation of such conviction or incarceration from the court in which the proceedings were held.**
6. EXPULSION NOT APPLICABLE

Expulsion shall not apply to the following:

1. A student carrying or possessing a firearm or knife for purposes of involvement in a school class, course, or school-sponsored, curricular or extracurricular activity or any other activity approved by appropriate school officials.
2. A student possessing any controlled dangerous substance that has been obtained directly or due to a valid prescription or order from a licensed medical provider. However, the student shall carry evidence of the prescription or medical provider's order on his/her person at all times when in possession of any controlled dangerous substance which shall be subject to verification. Evidence of the prescription or medical provider's order shall be the original possession of the controlled dangerous substance in its original packaging as received from the pharmacy.

In addition, school officials, in accordance with the following:

discretion and shall exercise such discretion in imposing on a student any disciplinary actions authorized by state law for possession of a knife on school property when such knife is stored in a motor vehicle and the student is in the student's possession to use the firearm in a criminal manner.

### DRESS CODE VIOLATIONS

A student enrolled in grades pre-kindergarten through five shall not be expelled from school for a uniform violation that is not tied to willful disregard of school policies.

### RE-ADMISSION FOLLOWING EXPUSSION

#### Required Parent Conference

In each case of expulsion, the school principal, or his or her designee, shall contact the parent or legal guardian of the student to notify them of the expulsion, and establish a date and time for a conference with the principal and designee to discuss the student's readmitting the student. Notice shall be given by first class mail to the address shown on the student's registration card. Also, additional notification may be made by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card.

If the parent or legal guardian fails to attend the required conference within five (5) school days of notification, the student may be considered a truant and dealt with according to all applicable statutory provisions. On not more than one occasion each school year, when the parents, or legal guardian refuses to respond, the principal may determine whether readmitting the student is in the best interest of the student. On any subsequent occasion in the same school year, the student shall not be readmitted unless the parent or legal guardian, contacts the principal.

In any case where a teacher, principal, or other school employee reports a student's behavior and after notice, the parent, or legal guardian willfully refuses to attend, the principal or his or her designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction.

#### Re-admission After All Expulsions

Any student expelled may be readmitted to school on a probationary basis at any time during the expulsion period on such terms and conditions as may be stipulated by the School Board. Re-admission on probationary basis shall be contingent on the student and legal guardian or custodian agreeing in writing to the conditions stipulated. Any such agreement shall contain a provision for the student's immediate removal from the school's premises and return to the school system's alternative school setting without benefit of a hearing if the principal or Superintendent determines the student has violated any term or condition of the agreement. Immediately thereafter, the principal or designee shall provide proper notification in writing of the determination and reasons for removal to the Superintendent and the student's parent or legal guardian.

#### Re-admission After Expulsion for Firearms, Knives, Weapons, or Drugs



In addition to the re-admission provisions for all expulsions, a student who has been expelled for possessing on school property or on a bus, a dangerous weapon, or possessing or possessing with intent to sell, giving, or loaning while on school property or a school bus any controlled dangerous substance shall be eligible for re-admission at the completion of the period of expulsion at the school system's alternative education setting until the student produces written documentation that he/she and his/her parent or legal guardian participated or is participating in an appropriate rehabilitation or counseling program related to the reason(s) for the student's expulsion. The rehabilitation or counseling programs shall be provided by such programs approved by the juvenile or family court having jurisdiction, if applicable, and participation in a rehabilitation or counseling program shall be waived only upon a document showing by the student that no appropriate program is available in the area or that the student cannot or does not wish to participate in such a program.

### Review of Records

A student who has been expelled from any school in or out of state shall not be admitted to a school following the request for admission. To facilitate the review and approval of admission, the student shall provide to the School Board information on the dates of any expulsions and the reasons therefor. Additionally, the transfer of student records to a new school system shall include information on the dates of any expulsions and the reasons therefor.

### CREDIT FOR SCHOOL WORK MISSED

A student who is expelled and receives substitute school shall be assigned work by a teacher is complete satisfactorily and timely as determined by the teacher. All work shall be aligned with the curriculum used at the school.

### RECUSAL OF ADMINISTRATOR

Any school administrator or administrator's designee who is responsible for a disciplinary decision in a matter involving a student shall recuse himself/herself whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the disciplinary matter. The administrator or designee shall notify the Superintendent in writing, therefore, in writing to the Superintendent.

Immediate family means the individual children, brothers, sisters, parents, and legal spouse and the children, brothers, sisters, and legal spouse.

### EXPULSION OF STUDENTS WITH DISABILITIES

Expulsion of students with disabilities or exceptionalities, or an Individualized Education Program or Section 504 Individualized Accommodation Plan, shall be to the extent

allowed by applicable state, federal, and regulations of the provider and student's specific plan.

DEFINITIONS

Definitions of terms used herein shall have the meaning set forth in policy ID Discipline

- Revised: August, 2007
- Revised: September, 2007
- Revised: September, 2008
- Revised: April, 2009
- Revised: September, 2009
- Revised: June 4, 2013
- Revised: December 9, 2015
- Revised: December 2021

Ref: 18 USC 921 (Terms - Definitions), 20 USC 2007 (Safe Schools), La. Rev. Stat. Ann. "17:223, 17:416, 17:410.1, 17:410.2, 17:2092, *Guss v. Lopez*, 95 S. Ct. 125 (1973), *Regulations for Implementation of the Exceptional Children's Act*, Bulletin 1706, Louisiana Department of Education; Board minutes 4/10/07, 6-4-13, 12-9-15.

**Attachment**

## DISCIPLINE

It is the purpose of the Jefferson Parish School Board to operate the schools in a manner that will provide an orderly process of education that will promote the safety and safety of all students; however, when the behavior of the individual student comes in conflict with the rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole.

The Jefferson Parish School Board shall endeavor to address student behavior with a focus on school-based interventions in lieu of out-of-school disciplinary removals to address student misconduct in order to minimize the loss of academic instructional time. Every teacher and other school employees shall be held accountable for his/her behavior in school, including during instructional time, on the playgrounds or the school, on any school bus, during intermission or recess, or at any school-sponsored activity or function.

To assist the teacher, the School Board shall establish regulations for the use of disciplinary measures within the schools and their usefulness. Discipline shall be administered uniformly, consistently, and in a nondiscriminatory manner in accordance with the School Board's *Student Code of Conduct*.

Principals shall have both the authority and the duty to take disciplinary action when the behavior of a student interferes with or substantially disrupts the maintenance of a proper atmosphere for learning in the school. However, no student shall be disciplined in any manner by the School Board or school administrator, teacher, or other school employee for use of force upon another person when it can be reasonably concluded that the use of force was probably more 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 the offense. A student who brings a complaint who brings a complaint cannot claim the right to sue or demand damages.

Each teacher may take disciplinary action to correct a student who violated school rules or who interferes with an orderly education. The disciplinary action taken by a teacher shall be in accordance with the policies and procedures established by the School Board.

Disciplinary action by a school employee may include but is not limited to:

1. Oral or written reprimands.

2. Referral for a counseling session which shall include but shall not be limited to conflict resolution, social responsibility, family responsibility, peer mediation, and stress management.
3. Written notification of parents of discipline of which shall be provided to the parent.
4. Other disciplinary measures approved by the principal and faculty of the school and in compliance with School Board policy.

#### STUDENT REMOVAL FROM CLASSROOM

When a student's behavior is disruptive, threatening, or otherwise disruptive, poses an immediate threat to the safety of students or the teacher, or when a student violates the school's code of conduct, the student immediately shall be removed from his/her classroom and placed in custody of the principal or his/her designee.

Any student removed from class in kindergarten through grade five (5) shall not be permitted to return to class for at least one day. A student removed from class in grades six (6) through twelve (12) shall not be permitted to return to class during the same class period, unless agreed to by the disciplinary action.

Whenever a teacher is struck by a student, the student, in addition to any other discipline given, shall be permanently removed from the teacher's classroom, unless the teacher objects, and consults with the principal or the building level committee. The principal shall find the striking incident to be entirely inadvertent.

Upon a student being removed from class and sent to the principal's office, the principal or designee shall advise the student of the particular misconduct, as well as the basis for such accusation, and the student shall be given an opportunity at that time to explain his/her actions. The principal or designee shall then conduct a counseling session with the student as may be appropriate to establish a course of action, consistent with School Board policy to identify and correct the behavior for which the student is being disciplined.

Classroom discipline shall be implemented at least one of the following disciplinary measures:

1. Conferencing with the principal or his/her designee.
2. Referral to counseling.
3. Peer mediation.
4. Referral to the School Building Level committee.
5. Restorative justice practices.
6. Loss of privileges.
7. Detention.

8. In-school suspension
9. Out-of-school suspension
10. Initiation of expulsion hearing
11. Referral for assignment to an alternative school setting
12. Requiring the completion of all assigned school and homework that would have been assigned and completed by the student during the period of out-of-school suspension
13. Any other disciplinary consequence of the case teacher or building level committee.

## PARENTAL NOTIFICATION

The principal or his/her designee shall provide oral or written notification to the parent or legal guardian of any student removed from the classroom. Such notification shall include a description of any disciplinary action taken.

When a student has been removed from a classroom, the teacher or the principal or his/her designee may require the parent or legal guardian of the student to have a conference with the teacher or the principal or his/her designee before the student is readmitted. Such conference

Upon the student's third removal from the same classroom, the teacher and principal shall discuss the student's disciplinary behavior and appropriate disciplinary measures before any such disciplinary measures are taken. In addition, a conference with the parent or other appropriate school employee and the student may be required prior to the student being readmitted to that same classroom. Such conference may be in person or by telephone. If the conference is held by telephone, the school shall give written notice to the parent.

For students who experience multiple behavioral incidents or who are removed from the classroom, the principal or his/her designee shall consider a referral of the matter to an appropriate school building level committee. If the disruptive behavior persists, the teacher may request that the principal transfer the student into another setting.

## PARENT CONFERENCES

In any case where a teacher, principal, or other school employee is authorized to remove a student from the classroom, the parent or legal guardian of a student to attend a conference or meeting regarding the student's behavior, and after notice, the parent or legal guardian, the principal, or his/her designee, shall file a complaint, in accordance with statutory provisions, with the state exercising juvenile jurisdiction. Notice of the conference, specifying the time and date of the conference, shall be given by contacting the parent or legal guardian by telephone at the telephone number shown on the student's registration card or by sending a certified letter to the address shown on the student's registration card.

## REPORTS TO PRINCIPAL

Any teacher or other school employee may report to the principal in a disorderly manner or is in violation of school rules, or any misconduct or violation of school policy by a student which may or may not be known to the teacher or employee. Incidents of alleged discipline violations shall be reported on the *School Behavior Report/School Bus Behavior Report* form provided by the Louisiana Department of Education. The forms shall be submitted in accordance with procedures of the School District, the Superintendent, and school system. The principal shall review and act upon such information submitted, to determine if suspension or other disciplinary action is necessary.

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 his/her designee and to the teacher or school employee, as appropriate.

## DELINQUENT STUDENTS

Students 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 student that exhibits disruptive behavior, defiant attitude, or any other discipline problem may be referred to the juvenile court for placement in an appropriate alternative education program or transfer to adult education if the student 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 five (5) units of credit toward graduation.

## RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take a disciplinary action against a student shall recuse himself or herself if he or she is a member of the immediate family of the administrator or administrator's designee. 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 child, grandchild, spouse, and the children, brothers, sisters, and parents of the spouse.

## DISCIPLINE OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Discipline for students with disabilities or exceptionalities shall be in accordance with IDEA, Section 504 of the Rehabilitation Act of 1973, and La. R.S. 17:1940, et seq., and with the student's Individualized Education Program (IEP) and the student's Accommodation Plan.

## DISCIPLINE OF STUDENTS ENGAGED IN VIRTUAL INSTRUCTION

The School Board shall adopt disciplinary measures that fulfill the expectations of students engaged in virtual instruction, including clearly defined consequences for misconduct, and shall take into consideration the students and their families' rights to privacy and other constitutional rights while at home or in a location that is not school property. Any such disciplinary measures adopted by the School Board shall be included in the policy JDF, virtual instruction.

## ALTERNATIVE PLACEMENT OF STUDENTS

Prior to any alternative placement, the due process requirements of R.S. 17:417 shall be followed.

## DEFINITIONS

*Out-of-school suspension* means the removal of a student from all in-person and virtual classes of instruction, school grounds, school bus and all other school-sponsored activities.

*In-school suspension* means removing a student from his/her normal classroom setting but maintaining him under supervision within the school. Students participating in in-school suspension shall receive credit for work performed during the in-school suspension. However, any student who fails to comply fully with the terms for in-school suspension may be subject to immediate out-of-school suspension.

*Detention* shall mean activities, assignments, or work held before the normal school day after the normal school day, weekends. Failure or refusal by a student to participate in assigned detention may be subject to immediate out-of-school suspension. Assignments, activities, or work shall not be limited to, counseling, homework assignments, behavior modification program, or other activities aimed at improving the behavior and conduct of the student.

*Expulsion* (unless otherwise defined as a permanent expulsion by law) shall mean the removal of a student from the school and the student's educational placement.

*Firearm* means any pistol, revolver, rifle, shotgun, machine gun, submachine gun, blackpowder or weapon, or assault rifle that is designed to fire or is capable of firing fixed cartridge ammunition or from which a shot or projectile is discharged by an explosive.



*Dangerous weapon* means any gas, liquid, or other substance or instrumentality, which in the manner used, is likely to produce death or great bodily harm.

*Virtual instruction* means instruction provided to a student through an electronic delivery medium, including, but not limited to, electronic learning platforms that connect to a student in a remote location to classroom instruction.

Revised: September, 2009

Revised: October, 2012

Revised: November, 2020

Revised: December, 2021

Ref: 42 USCA 12112 et seq. (*Equal Opportunity for Individuals with Disabilities*), La.

Rev. 5/20/2017

17:416-40, *Regulations for Implementation of the Equal Opportunity Act*

Bulletin 1706, Louisiana Department of Education