

DISCIPLINE

It is the purpose of the Terrebonne Parish School Board to operate the schools in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend these schools. The school's primary goal is to educate, not discipline; however, when the behavior of the individual student comes in conflict with rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole.

The Terrebonne Parish School Board shall endeavor to address student behavior with a focus on evidence-based interventions and supports, and to prioritize classroom, and 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. In order to ensure a positive, safe, and stimulating learning environment in the public schools of Terrebonne Parish, every teacher and other school employee shall endeavor to hold every student accountable for his/her behavior in school, or on the playgrounds of the school, on any school bus, on the street or while going to or returning from school, 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 continually monitor and appraise their usefulness. Discipline shall be administered uniformly, consistently, and in a nondiscriminatory manner, in accordance with the School Board's *Code of Student Conduct*.

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any student(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school. However, no student shall be disciplined in any manner by the School Board or school administrator, 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 student or a forcible offense provided that the force used shall be reasonable and apparently necessary to prevent such offense. A student who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself/herself.

Each teacher may take disciplinary action to correct a student 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 School Board.

Principals and teachers should be guided by the following procedures:

I. CLASSROOM DISCIPLINE

- A. Before referring the student to the principal, a teacher may take several actions to correct a student who disrupts the class. Disciplinary actions may include, but not be limited to, the following:
1. Oral or written reprimand
 2. Referral for counseling which shall include, but shall not be limited to, conflict resolution, social responsibility, family responsibility, peer mediation, and stress management
 3. Written notification of parent (A copy of this notification shall be provided to the principal.)
 4. Other disciplinary measures approved by the principal and the faculty in compliance with this policy.
- B. When a student's behavior prevents the orderly instruction of other students, poses an immediate threat to the safety of students or the teacher, or when a student violates the school's code of student conduct the teacher may have the student immediately removed from his/her classroom and placed in custody of the principal or his/her designee.

The teacher should use the most recent BESE approved *School Behavior Report* form available. This form shall be reviewed by the principal or designee and acted upon.

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, student, parent, or legal guardian reporting the violation.

Examples of such discipline violations may include the following:

1. A student prevents the orderly instruction of other students.
2. A student poses an immediate threat to the safety or well-being of any student or teacher.
3. Violates the school's code of student conduct.

- C. When a student has been removed from the classroom, the principal or designee shall:
1. Advise the student of the particular misconduct of which he/she is accused and the basis for the accusation.
 2. Give the student an opportunity to explain his/her version of the facts.
 3. 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.
- D. Any student removed from class in kindergarten through grade five shall not be permitted to return to class for at least thirty (30) minutes unless agreed to by the teacher initiating the disciplinary action. A student removed from class in grades six through twelve shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action.

When he/she is removed from a classroom, the student shall not be readmitted to the classroom until the principal has implemented one or more 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 hearings
11. Referral for assignment to an alternative setting
12. Requiring the completion of all assigned school work and homework that would have been assigned and completed by the student during the period of out-of-school suspension
13. Any other disciplinary measure authorized by the principal with the concurrence of the teacher or building level committee.

E. 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.

- F. When a student has been removed from a classroom, the teacher or the principal or his/her designee may require that 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 may be in person or by telephone or other virtual means.
- G. In any case where a teacher, principal, or other school employee is authorized to require 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 willfully refuses to attend, the principal or 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, 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 pupil's registration card.
- H. Upon the *third removal* from the same classroom, the teacher and the principal shall discuss the disruptive behavior patterns of the student and the potentially appropriate disciplinary measure(s) before the principal implements a disciplinary measure.
1. A conference between the teacher or other appropriate school employee and the student's parent or legal guardian may be required before the student can be readmitted to that same

classroom. Such conference may be in person or by telephone or other virtual means. If such conference is required by the school, the school shall give written notice to the parent.

- I. For students who experience multiple behavioral incidents or disciplinary referrals, a 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.
- J. Whenever a teacher has been struck by a student, the student, in addition to any other applicable disciplinary measure, shall be permanently removed from the teacher's classroom unless the teacher objects to such removal or unless the principal, with the concurrence of the building level committee, finds the striking to be entirely inadvertent.

II. TRANSPORTATION DISCIPLINE

Transportation-related incidents shall be reported on the most recent Board of Elementary Education approved *School Bus Behavior Report* form available for such incidents.

III. REVOCATION OF SPECIAL PERMISSION

A student on Special Permission shall have his/her special permission revoked if he/she has been suspended or has received two (2) conference letters or three (3) disciplinary referrals to the principal's office.

NOTE: Revocation shall occur upon principal's recommendation with presentation of documentation and concurrence of Director or Supervisor of Child Welfare and Attendance.

IV. 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, an incorrigible attitude, or any other discipline problems, in general, may be recommended by the principal for expulsion, assignment to an appropriate alternative educational placement, 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 fifteen (15) units of credit toward graduation.

V. DISCIPLINE OF STUDENTS ENGAGED IN VIRTUAL INSTRUCTION

The School Board shall adopt disciplinary measures that define the rules of conduct and expectations of students engaged in virtual instruction, including clearly defined consequences of conduct, 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 Code of Student Conduct.

VI. DISCIPLINE OF STUDENTS WITH DISABILITIES OR EXCEPTIONALITIES

Discipline 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 or federal law and regulations, or the provisions of the student's specific plan.

VII. 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 action in a matter involving the discipline of a student shall recuse themselves whenever a member of the immediate family of the administrator or administrator'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.

VIII. DEFINITIONS

A. *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 rules for in-school suspension

may be subject to immediate out-of-school suspension.

- B. *Out-of-school suspension* means the removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities.
- C. *Detention* shall mean activities, assignments, or work held before the normal school day, after the normal school day, or on weekends. Failure or refusal by a student to participate in assigned detention shall subject the student to immediate suspension. Assignments, activities, or work which may be assigned during detention include, but are not limited to, the following:
 - 1. Counseling
 - 2. Homework assignments/class work
 - 3. Behavior modification programs
 - 4. Other activities aimed at improving the behavior and conduct of the student.

Any student who fails or refuses to participate in assigned detention may be subject to immediate out-of-school suspension.

- D. *Expulsion* (unless otherwise defined as a permanent expulsion by law) shall mean the removal of a student from school for at least one school semester. During an expulsion the Superintendent shall place the student in an alternative school or in an alternative educational placement.
- E. *Firearm* means any pistol, revolver, rifle, shotgun, machine gun, submachine gun, black powder 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.
- F. *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.

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Ref: 42 USCA 12112 et seq. (*Equal Opportunity for Individuals with Disabilities*); La. Rev. Stat. Ann. §§17:223, 17:224, 17:233, 17:239, 17:252, 17:416, 17:416.1; Pupil Appraisal Handbook, Bulletin 1508, Regulations for Implementation of the Exceptional Children's Act, Bulletin 1706, Louisiana Department of Education; Board minutes, 1-16-96, 1-21-97, 3-17-98, 1-18-00, 11-17-09, 1-15-13, 8-3-21, 9-6-22.