



# **INTERIM VIRTUAL DISCIPLINE POLICY & CODE OF CONDUCT**

FOR PARENTS & STUDENTS



# ACKNOWLEDGMENT

## JEFFERSON PARISH SCHOOLS INTERIM VIRTUAL DISCIPLINE POLICY

We hereby acknowledge that we have read and reviewed the Jefferson Parish Schools Interim Virtual Discipline Policy. We also acknowledge we have access to and have read the Procedures and Policies for Parents and Students.

We agree that \_\_\_\_\_ should  
Name of Student  
be held accountable for these rules and regulations. Policies and procedures are subject to change following the printing of this document.

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Student Signature

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Date

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Parent/Guardian Signature

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Date

# Interim Virtual Discipline Policy

In response to the COVID-19 pandemic, the Jefferson Parish School System has given families the opportunity to choose from three different instructional models. Families may elect to have their children attend all classes in person on the school campus (Grades K-8). Students enrolled in the hybrid model attend classes both in-person and virtually (Grades 9-12). Families may also choose to have their children attend all classes virtually (all grades). Students may be required to attend school virtually when schools are closed due to inclement weather or other unanticipated emergencies. The Jefferson Parish School Board adopts this Interim Virtual Discipline Policy in order to clarify expectations for student conduct in the virtual classroom and to provide notice of the possible consequences of inappropriate conduct in the virtual classroom.

Student conduct is governed, at all times, and regardless of the mode of instruction, by La. R.S. 17:416 and the Student Code of Conduct, as set forth in the Procedures and Policies for Parents and Students. Conduct that is unacceptable in the physical classroom is, under most circumstances, equally unacceptable in the virtual classroom. While students and parents have an expectation of privacy in their home, conduct that occurs in front of a camera, and in view of peers and teachers in the virtual classroom, shall be governed by applicable law and district policy.

The context in which student behavior occurs is important, however, and will be taken into consideration by school and district administrators in determining whether there has been a violation of the Code of Conduct, the severity of the infraction and the appropriate penalty, if any, under the circumstances.

## Privacy and the Virtual Classroom

Students and parents have a reasonable expectation of privacy with regard to what takes place in their home ***outside of the view of teachers and peers in the virtual classroom***. In order to ensure that students and teachers are able to work and learn in a safe and orderly virtual environment, it is imperative that students have a quiet, well-lit "classroom" space -- free, to the extent possible, from toys, images, personal property or other items that may distract from teaching and learning.

Students should be cautioned that the virtual classroom is for instruction and for engaging with peers and teachers for educational purposes. Students must not handle or display personal items, toys or images, or engage in conduct unrelated to the lessons taking place. Students who engage in conduct in the virtual classroom that violates the Student Code of Conduct as set forth in the Policies and Procedures for Students and Parents and this Interim Virtual Discipline Policy may be subject to discipline in accordance with the Student Code of Conduct and this Policy.

School and/or district officials may be required, as mandatory reporters, to alert local law enforcement and/or the Department of Children and Family Services if they observe conduct, images, or objects that raise legitimate concern for the safety and well-being of students in the virtual classroom. This may include students handling weapons in the virtual classroom, even if it is subsequently learned that the weapon is a toy or facsimile, as it is not always possible to determine remotely whether the weapon is real or not.

## Conduct in the Virtual Classroom

Students are responsible for all content posted through their online account. Students are prohibited from sharing their online account username or password or using the username or password of another student. Students are required to have their computer camera turned on when virtual classes are in session.

Following is a ***non-exclusive*** list of behaviors that are prohibited in the virtual classroom and that may result in disciplinary action in accordance with the Student Code of Conduct as set forth in the Policies and Procedures for Students and Parents and this Policy:

- Antagonistic or discriminatory language of any kind with regard to race, religion, gender, intelligence, age, orientation, disability or socioeconomic status
- Bullying/Cyberbullying
- Use of obscene, degrading or profane language (written, verbal, pictures, drawings, audio, video)
- Displaying pornography, nudity or images of nudity
- Committing lewd or sexual acts
- Handling or displaying weapons, including toy or facsimile weapons
- Any criminal or other illegal activity encouraging the unlawful use, possession, manufacture or distribution of tobacco, drugs or alcohol
- Illegal posting, distribution, upload or download of copyrighted work of any kind
- Sharing assignments, questions/answers or any other action that would violate any expectations or rules relative to academic honesty
- Posting personally identifiable information in any format other than via private message

## Consequences of Inappropriate Online Conduct

Parents and students must be aware that conduct that is unacceptable and disruptive in the regular classroom environment is, typically, equally unacceptable in the virtual classroom. The School Board recognizes, however, that virtual learning is a new experience for students and families, and that the context in which student conduct occurs must be taken into account in determining the appropriate penalty, if any, imposed for violations of the Student Code of Conduct in the virtual classroom.

Student conduct that occurs in the virtual classroom shall be subject to progressive discipline which, depending on the seriousness of the conduct at issue, will include an initial verbal warning and consultation with the student's parent or guardian, prior to any formal disciplinary action. The seriousness of the conduct at issue will dictate the actions of administrators and the nature of the penalty ultimately imposed. For example, a student may be subject to a severe penalty, even for a first offense, depending on the seriousness of the conduct at issue.

Some factors that administrators will take into account in determining the penalty imposed, if any, for conduct that occurs in the virtual classroom will include:

- Age of the student
- Whether the conduct disrupted learning in the virtual classroom
- Whether the conduct was violent or threatening, in any way
- Whether the conduct was illegal
- Whether the conduct interfered with the rights of teachers and students to work and learn in a safe and orderly environment free from inappropriate images, language or behavior
- Whether the student received prior warnings or discipline for similar conduct

\*Conduct in the virtual classroom related to the display or handling of weapons or drugs, or other conduct that raises legitimate concerns about the safety and welfare of a student, must be reported immediately to the School Resource Officer, Director of Safety or Executive Director of Special Programs in order to assess whether the matter must be reported to local law enforcement and/or the Department of Children and Family Services.



# Code of Conduct

SWPBIS is used to promote positive school climates that foster healthy and productive school relationships. Through this multi-tiered approach, restorative practices can be put into action to build school community based on cooperation, mutual understanding, trust and respect.

It is the goal of Jefferson Parish Schools that every student will be free of drugs and violence, be offered a disciplined environment conducive to learning, and develop competence in those areas of life which are essential to individual and group living.

The competence areas which are considered essential education goals are communication, computation, reasoning, responsibility, arts and humanities, physical and mental well-being, and learning to learn.

In providing an atmosphere conducive to learning, it is essential that students gain confidence in their own abilities and talents, learn to control and discipline their own desires, actions, and habits, become aware of their own potential, character, and abilities, learn to rely on their own judgments and abilities, and form accurate perceptions of themselves and others.

The following code of student conduct is hereby adopted to further those objectives.

1. Each student shall learn to control and discipline his/her own desires, actions, and habits in order to develop competence in areas of life considered essential to educational goals.
2. Each student shall learn that his/her behavior at school reflects the choices he/she makes in how to conduct himself or herself in school buildings, on school premises, on school buses, and at school-sanctioned events.
3. A student shall be accountable for, and shall accept responsibility for, his/her behavior during classroom instruction, in school buildings, on school premises, on school buses, at school-sanctioned events.
4. A student shall attend school and report to school and to scheduled classes on time.
5. A student shall remain in his/her assigned area during the entire class period, unless he/she has permission to leave the area.
6. A student shall behave during classroom activities in a non-disruptive manner that allows for order in the class-room, and is conducive to the educational process for both himself or herself and other students.
7. A student shall conduct himself or herself in such a manner that he/she does not interfere with the instruction of other students.
8. A student shall be courteous to other students and to all employees of the school system.
9. A student shall speak politely to other students and to all employees of the school system. A student shall refrain from the use of foul or abusive language or threats directed at others. When speaking with school system employees, the student shall address and respond to the school system employee respectfully.
10. A student will not belittle, ridicule, mock, taunt, laugh at, or otherwise engage in any such language or activity toward another student or school employee due to the other person's gender, age, size, race, religion or ethnicity.
11. A student shall comply with all school rules and regulations.
12. While under school supervision, a student when requested shall provide his/her name to any employee of the school system.
13. A student shall follow traffic and safety regulations at school, on school buses (boarding and disembarking from the school bus at the assigned stop), and at school-sanctioned events.
14. A student shall resolve problems, differences of opinion, and disagreements, whether they are with a school employee or another student, through nonviolent measures. A student shall refrain from instigating or participating in fights and/or threats, and will seek the assistance of others, when appropriate, to resolve such disputes by nonviolent means. Such means may include, but not be limited to, conflict resolution, peer mediation, and counseling sessions.
15. A student shall not engage in behavior or conduct that causes injury or harm to, or poses an immediate threat to the safety or physical wellbeing of any other student or to any school employee.
16. A student shall not throw anything that may injure or cause harm to another student or any school system employee.
17. A student shall treat the property of others, as well as school property and school buses, with respect. A student shall refrain from cutting, defacing, or damaging property belonging to another student, to a school system employee, or to the school, and shall not write profane or obscene words or draw obscene pictures in or on any such property.
18. A student shall be truthful and refrain from making false or unfounded charges against another student or any school system employee.
19. A student shall not use or operate any electronic telecommunication device including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system, or beeper in school buildings, on school premises, on school buses, or at school-sanctioned events. (Emergencies are exceptions see page 6)
20. A student shall not smoke, chew, or otherwise consume any tobacco product or carry, use, have, possess, distribute, sell, give, or lend any tobacco or tobacco product, smokeless tobacco, cigar, cigarette, pipe, e-cigarette, vape, or any other form of smoking object or device, in any form, in school buildings, on school premises, on school buses, or at school-sanctioned events.
21. A student shall not be under the influence of, use, or otherwise consume, or carry, have, possess, distribute, sell, give, or lend any alcoholic beverage, in any form, in school buildings, on school premises, on school buses, or at school-sanctioned events.
22. A student shall not be under the influence of, use, have, possess, distribute, sell, give, or lend drug paraphernalia, mood altering drugs, illegal narcotics, drugs, or any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form, or any substance that looks like or is designed to represent such a drug, in school buildings, on school premises, on school buses, or at school-sanctioned events.
23. A student shall not communicate or cause the communication of false information or threats of arson, attempted arson, bomb threats, or threats involving fake explosive devices by any means of communication, including but not limited to, use of the mail, telephone, telegraph, word of mouth, or other means of communication.
24. A student shall not carry, possess, use, or project lasers or laser devices, the careless use of which might inflict harm or injury on, intimidate, or place others in fear of bodily harm, in school buildings, on school premises, on school buses, or at school-sanctioned events.
25. A student shall not have, possess, ignite and/or discharge fireworks in any form in school buildings, on school premises, on school buses, or at school-sanctioned events.
26. A student shall not have, carry, use, or threaten to use a firearm, bomb, knife, or other implement that can be used as a weapon, the careless use of which might inflict harm or injury on others in school buildings, on school premises, on school buses, or at school-sanctioned events.
27. A student is accountable for, and will accept responsibility for, his/her personal hygiene and physical appearance during classroom instruction, in school buildings, on school grounds, on school buses, or at school-sanctioned events. A student will comply with all rules and regulations related to the student dress code and uniform policy for his/her school.

## ANY VIOLATION OF A CODE OF CONDUCT ARTICLE MAY RESULT IN DISCIPLINARY ACTIONS

### Individual School Rules and Regulations

It is the policy of Jefferson Parish Schools that teachers, principals, and administrators may employ, subject to any rules as may be adopted by the parish or city school board, reasonable disciplinary and corrective measures to maintain order, provided, that nothing in this section shall be construed as superseding the provisions of Section 416 of Title 17 of the Louisiana Revised Statutes of 1950 relative to the disciplining of students, suspensions, and expulsions.

All such rules shall be published and distributed to students and parents/legal guardians.

### In-School Suspension

In-School Suspension (ISS) is designed to provide academic and counseling services to middle/high school students (grades 6-12) who have been suspended with the exception of offenses for drugs, guns/weapons, arson, bodily harm, and indecent exposure. ISS allows students to remain under the school's supervision during the suspension, to receive counseling related to specific behaviors, and to work on academic skills by completing assignments and/or general academic packets. After successfully completing the ISS, the student may return to the regular school/schedule and will be eligible to complete all missed assignments. The absence(s), according to state guidelines, is an excused absence.

Students eligible for ISS are those students in grades 6-12 who are housed on regular middle/high school campuses. Students will be assigned to ISSP by the principal/designee.

### Causes for Suspension/Expulsion

It is the policy of Jefferson Parish Schools that the school principal/designee may suspend from school and/or from riding a school bus any pupil who commits any of the following offenses:

1. Is guilty of willful disobedience;
2. Treats with intentional disrespect a teacher, principal, superintendent, school board member, or employee of Jefferson Parish Schools;
3. Makes an unfounded charge against any teacher, principal, superintendent, school board member, or employee of Jefferson Parish Schools;
4. Uses unchaste or profane language;
5. Is guilty of immoral or vicious practices, or of conduct or habits injurious to his/her associates;
6. Leaves the classroom or designated area during class hours or detention without permission;
7. Leaves the school premises without permission;
8. Gets off the school bus (other than at regular stop) without permission;
9. Is habitually tardy;
10. Violates any rules adopted by the School Board;
11. Violates traffic and safety regulations;
12. Refuses, while under school supervision, to provide upon request his/her name to a Jefferson Parish Schools employee or who provides such employee with a false name and/or does not go to the administrative area when so directed;
13. Disturbs the school or habitually violates any rule;
14. Posts or responds to posts on a social media site and creates a substantial and material disruption on a school campus, regardless of time or location while posting.
15. Disrupts and/or interferes with the orderly conduct of the affairs of the school, school activities, or the rights of other students through the distribution of any or all materials, the posting of signs, and the wearing of imprinted apparel that is deemed to be disruptive;
16. Participates in an unauthorized demonstration in Jefferson Parish Schools buildings, on Jefferson Parish Schools premises, on any school bus, including those owned by, contracted to, or jointly owned by Jefferson Parish Schools, or during any school-sanctioned event;
17. Initiates or participates in any threat which disrupts the school day operations, including, but not limited to, bomb threats or threats involving fake explosive devices, threats of aggravated or simple arson, etc. by the use of the mail, telephone, telegraph, word of mouth, or other means of communication;
18. Cuts, defaces, or injures any part of school buildings, school premises, or school buses;
19. Writes any profane or obscene language or draws obscene pictures in or on any school material, on school buildings, on school premises, or on school buses;
20. Throws missiles or other objects liable to injure other persons while in school buildings, on school premises, in school buses, or at school-sanctioned events;
21. Instigates or participates in fights while under school supervision;
22. Abuses a teacher, any school personnel, or school bus driver either physically or verbally;
23. Possesses and/or ignites and/or discharges fireworks in school buildings, on school premises, on school buses, or at school-sanctioned events;
24. Is found carrying or possessing firearms, knives or other implements which can be used as weapons, the care-less use of which might inflict harm or injury, in school buildings, on school premises, at school sanctioned events, or on school buses;
25. Uses or possesses tobacco, alcoholic beverages, mood altering chemicals, drug paraphernalia, any controlled dangerous substance, governed by the Uniform Controlled Dangerous Substance Law, or any substance designed to look like or represented to be such a drug, in school buildings, on school premises, at school-sanctioned events, or on school buses;
26. Possesses, distributes, sells, gives, or lends and/or is found to have knowledge of and/or intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, alcoholic beverages, mood altering chemicals, drug paraphernalia, other controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law, or any substance designed to look like or represented to be such a drug, in school buildings, on school premises, at school-sanctioned events, or on school buses;
27. Carries, possesses, uses, or projects lasers or laser devices, the careless use of which might inflict harm or injury, intimidate, or place others in fear of bodily harm, in school buildings, on school premises, at school sanctioned events, or on school buses;
28. Is convicted of a felony or incarcerated in a juvenile institution for an act which had it been committed by an adult, would have constituted a felony;
29. Is in possession of or uses mace/pepper spray.
30. Participates in a group/gang fight (more than 2 people).
31. Instigates or participates in any form of bullying;
32. Commits any other serious offense.



### Parent/Legal Guardian Information on Suspension or Expulsion

In instances when the parent/legal guardian seeks information about the student who may have inflicted injury or damage to their child, the principal/designee shall follow policies outlining release of information as provided in the Family Rights and Privacy Act of 1974.

If the parent/legal guardian is not satisfied with the information which is provided, the parent/legal guardian of the injured child may seek redress through legal action under civil law.

### Suspension Policies/Extended Expulsion

It is the policy of Jefferson Parish Schools that a student may be suspended for the first, second or third time:

1. Until a parent/guardian returns with the student to school (At the middle/high school levels, following the second and third suspensions the administrator shall schedule a conference for the student with a counselor.)  
NOTE: Does not apply to special education students
2. For a period not to exceed three (3) school days (Parent/legal guardian conference shall follow.)
3. For a period of time determined by the principal/designee
4. For the remainder of the school year, depending upon the seriousness of the offense (Parental/legal guardian conference shall follow.)

It is the policy of Jefferson Parish Schools that a student shall be recommended for a remainder of the school year suspension by the principal on the fourth suspension. Alternatively educational programs will be provided in only those cases required by law.

It is the policy of Jefferson Parish Schools that a student may be expelled for a period of time that extends beyond the present school year upon the recommendation of the principal and the concurrence of the Executive Director of Special Programs for the serious offenses listed below:

1. The possession or use of any implement which may be used as a weapon or that may result in bodily harm to an individual.
2. Any malicious act which results in serious bodily harm to an individual.
3. Commits any other serious offense or creates any serious disruption of a school education process.
4. Distributing, manufacturing, intending to distribute alcoholic beverages, controlled dangerous substances in any form, mood altering chemicals, or any substances designed to look like or presented to be such a drug in school buildings, on school premises, on school buses, or at school-sanctioned events.

### Suspension Policies/Extended Suspensions for Weapons/Drugs

Any student found guilty of being in possession of a dangerous weapon/firearm, or in possession/distributing/manufacturing/intending to distribute alcoholic beverages, controlled dangerous substances in any form, mood altering chemicals or any substance designed to look like or represented to be such a drug in school buildings, on school buses, on school premises, or at school-sanctioned events shall be susceptible to district approved disciplinary consequences. A look alike substance is defined as any substance that appears or resembles any prohibited substance and which the student in possession thereof specifically represent to others as a prohibited substance. Consequences follow below:

1. If sixteen (16) years of age or older, be expelled from Jefferson Parish Schools for the maximum period of time allowable under state and federal law for a minimum period of four (4) complete semesters for drugs;
2. If under sixteen (16) years of age and a middle/high school student shall be expelled from Jefferson Parish Schools for a minimum period of two (2) complete semesters;
3. For weapons, grades 6-12, expelled for TWO (2) complete semesters;
4. Any case involving an elementary student shall be referred to the Jefferson Parish School Board through a recommendation for action from the superintendent.

All individuals affected by this resolution shall receive all legal due process rights provided for under the law. Alternative education programs will be provided only in those cases where required by law.

No student expelled under items 1, 2, or 3 shall be allowed to return to a Jefferson Parish public school without the express approval of the Jefferson Parish School Board.

Illegal carrying, possession or use of a firearm or dangerous weapon within the boundaries of school property or on a school bus is a crime under the laws of the State of Louisiana. A person found guilty of the offense of illegal possession or use of a dangerous weapon and/or carrying a firearm, when such an offense is committed on a school bus or within the boundaries of school property, may be subject to criminal penalties including fines and/or imprisonment with or without hard labor under the provision of L.S.A. 14:95.2, L.S.A. 14:95 and other applicable law.

### Possession of a Starter Gun, Stun Gun and/or Facsimile

If any student is found guilty, the following shall occur:

1. Students, in grades seven (7) through twelve (12), shall be expelled from the school system.
2. Students in kindergarten through grade six (6) may be expelled from the school system unless other corrective or disciplinary action is recommended by the superintendent or his/her designee.

### **Suspension Make Up Work**

Students who are removed from the classroom for disruptive, dangerous, or unruly behavior or who are suspended for ten days or less shall be assigned school work missed and shall receive either full or partial credit for such work if it is completed satisfactorily and timely as determined by the principal or designee, upon the recommendation of the student's teacher.

### **Due Process**

**Suspension:** Any parent, tutor, or legal guardian of a pupil suspended shall have the right to appeal to the Superintendent or his/her designee, who shall conduct a hearing on the merits. If the parent or legal guardian is not present for the hearing after having been properly notified, the hearing may proceed and the results of the hearing shall be mailed to the parent or legal guardian within three (3) school days by certified mail, return receipt requested. The decision of the Superintendent on the merits of the case, as well as the term of suspension, shall be final, reserving to the Superintendent the right to remit any portion of the time of suspension.

**Expulsion:** A student recommended for expulsion shall have a right to a hearing and review by the School Board in accordance with Board Policy JDE.

### **Offensive Student Conduct at End of Year or During Summer Months**

#### **a. Non-Graduating Students**

Any student who commits offenses during the last ten (10) days of the school year which result in recommendation for suspension and/or expulsion shall serve the suspension and or expulsion in the next school year.

#### **b. Graduation Students**

1. Any senior committing a school-related serious offense (i.e., alcohol/drug/indecent act/inappropriate behavior, graffiti, damage/theft to property, criminal act, etc.) after the last day for seniors, may be excluded from year-end activities. This specifically includes, but is not limited to, participation in graduation exercises.
2. When a senior is prohibited from participating in graduation exercises, the diploma may be given or mailed to the student at the end of the school year.