OUACHITA PARISH SCHOOLS

Building Bridges to the Future

DISCIPLINE PROCEDURE MANUAL 2024-2025

DISCIPLINE OF STUDENTS SUSPECTED OF HAVING A DISABILITY

Regular education students facing disciplinary action are entitled to protection under IDEA if the school district had "knowledge" that the student is, in fact, a student with a disability before the misconduct occurred. If a student is discussed in SBLC, it is because the student is suspected to have a disability.

Per RS 17:416:

Discipline of students:

Mandatory Parent Conference and School Counseling and/or evidence-based intervention and support must be completed with each removal from class for minor or major infractions.

If you have concerns regarding a decision, contact Child Welfare and Attendance (432-5610) or contact Student Support Services (432-5400) for Students with Disabilities (1508 and 504).

MIDDLE

Per RS 17:416:

Discipline of students:

Mandatory Parent Conference and School Counseling and/or evidence-based intervention and support must be completed with each removal from class for minor or major infractions.

If you have concerns regarding a decision, contact Child Welfare and Attendance (432-5610).

Any student sent to CWA during the **last grading period of the year** for a due process hearing and the recommendation for an Expulsion or change of placement is upheld then the consequences/discipline will carry over to the next school year.

MIDDLE SCHOOL MAJOR INFRACTIONS

INFRACTION	*1ST OFFENSE*	*2ND OFFENSE*	*3RD OFFENSE*	*4th OFFENSE*	
1. Willful Disobedience	MPC ISD/Saturday Seminar LDKP	MPC ISD/1 Day Suspension	MPC 3 Day Suspension CWA	5 Day Susp. Recommend Alternative placement Hearing CWA	
2. Treats an authority with disrespect	ISD/1 Day Saturday Seminar MPC LDKP	2 Day Suspension	3 Day Suspension Must see CWA before returning	5 Day Susp. Recommend Alternative placement Hearing CWA	
3. Makes an unfounded charge against authority	1-3 Day(s) Suspension MPC	3 Day Suspension CWA/Counselor	5 Day Susp. Recommend Alternative placement Hearing CWA		
4. Used profane and/or obscene language	ISD/Saturday Seminar MPC LDKP	1 Day Suspension	3 Day Suspension CWA	5 Day Susp. Recommend Alternative placement Hearing CWA	
5. Commits immoral or vicious practices	1-3 Day(s) Suspension	3 Day(s) Suspension CWA Hearing	*Recommend Expulsion/Alt placement* *5 Day Suspension* *CWA Hearing*		
6. Conduct or habits injurious to his/her associates	ISD/or Sat. Sem or 1-2 Day(s) Suspension MPC	3 Day(s) Suspension CWA Hearing	*5 Day Susp. Recommend Alternative placement Hearing CWA*		

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MIDDLE SCHOOL MAJOR INFRACTIONS

7. Uses or possesses any controlled dangerous substances or drug paraphernalia governed by the Uniform Controlled Dangerous Substances Law, in any	OPSO-MPC CWA Hearing Recommend Expulsion 5 Day Suspension				
8. Uses or possesses tobacco, lighter or matches, electronic smoking devices/smoking ***If substances in device is identified as a controlled substances, student will be recommended for expulsion per La. Law	Confiscate MPC/ISD 1-3 Day(s) Suspension	3 Day(s) Suspension CWA	Recommend Expulsion 5 Day Suspension CWA Hearing		
9. Uses or possesses alcoholic beverages	Confiscate MPC 1-3 Day(s) Suspension	3 Days(s) Suspension Must See CWA Counselor	Recommend Expulsion 5 Day(s) Suspension CWA		
10. Disturbs the school or habitually violates any rule	ISD/1 day Suspension MPC LDKP SS	3 Days Suspension	3 Days Suspension Must see CWA	5 Day Susp. Recommend Alternative placement Hearing CWA	
11. Cuts, defaces, or injures any part of public school property/ buildings/vandalism	Replace property 1-3 Day(s) Susp. MPC/CWA	3 Day Suspension CWA	5 Day Susp. Recommend Alternative placement Hearing CWA		
12. Writes profane and/or obscene language or draws obscene pictures	Clean/Remove MPC LDKP ISD/1 day Suspension	3 Day(s) Suspension CWA Before Return	5 Day Susp. Recommend Alternative placement Hearing CWA		

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MIDDLE SCHOOL MAJOR INFRACTIONS

13. Possesses weapon (s) as defined in Section 921 of Title 18 of the U.S. Code. *Use of code 13 requires additional submission of the Weapon Type code.	OPSO-MPC Recommend Expulsion 5 Day Suspension CWA Hearing				
14. Possesses firearms (not prohibited by federal law), knives, or other implements, which may be used as weapons, the careless use of which might inflict harm or injury (Excludes pocket knives with a blade length <2 ½ "- refer to code 31). 14a. Possession of Imitation/Toy Weapons	OPSO_MPC Recommend Expulsion 5 Day Suspension CWA Hearing MPC SCS 1-3 day Susp Or * Rec. Exp/Alt. Placement w/5day susp *Due to Severity or repeated violation				
15. Throws missiles liable to injure others	MPC ISD/1-3 Day(s) Suspension LDKP SS	3 days Suspension CWA	Recommend Expulsion 5 Day Suspension CWA Hearing		
16. Instigates or participates in fights while under school supervision (Minor Fight) Videoing/posting images with any inappropriate behavior 16a. Major Fight/Gang or Group (More than two)Planned	MPC- 3 day Suspension CWA MPC- 5 day Susp Rec Exp CWA	2nd Minor fight MPC 5 Day Susp. Recommend Alternative placement Hearing CWA			

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MIDDLE SCHOOL MAJOR INFRACTIONS

17. Violates traffic and safety regulations	MPC ISD LDKP SS	1-3 Day(s) Suspension	3 Day(s) Suspension CWA	5 Day Susp. Recommend Alternative placement Hearing CWA	
18. Leaves school premises or classroom without permission	MPC 1-3 Day(s) Suspension	3 Day(s) Suspension	3 Day(s) Suspension CWA	5 Day Susp. Recommend Alternative placement Hearing CWA	
19. Is habitually tardy and or absent	MPC ISD Truancy Notified LDKP SS	1-3 Day(s) Suspension	3 Days Suspension CWA	5 Day Susp. Recommend Alternative placement Hearing CWA	
20. Takes another's property or possessions without permission	1-3 Day(s) Suspension ISD MPC LDKP SS	3 Days Suspension CWA Visit	5 Day Susp. Recommend Alternative placement Hearing CWA		
21. Commits any other serious offense	1-3 Days Suspension	3 Day(s) Suspension CWA	Rec.Exp/Alt Placement 5 Day Suspension CWA Hearing		
22. Murder	OPSO Recommend Expulsion 5 Day Suspension CWA Hearing				
23. Assault and/or Battery	OPSO/MPC Recommend Expulsion 5 Day Suspension CWA Hearing				

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MIDDLE SCHOOL MAJOR INFRACTIONS

24. Rape and/or Sexual Battery	OPSO Recommend Expulsion 5 Day Suspension CWA Hearing				
25. Kidnapping	OPSO Recommend Expulsion 5 Day Suspension CWA Hearing				
26. Arson	OPSO/FD Recommend Expulsion 5 Day Suspension CWA Hearing				
27. Criminal Damage to Property	MPC/OPSO/CWA Visit – Restitution 3 Day(s) Suspension CWA				
28. Burglary	Recommend Expulsion 5 Day Suspension CWA Hearing				
29. Misappropriation with violence to the person	OPSO Recommend Expulsion 5 Day Suspension CWA Hearing				
30. Discharge or use of weapon (s) prohibited by federal law	OPSO Recommend Expulsion 5 Day Suspension CWA Hearing				

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MIDDLE SCHOOL MAJOR INFRACTIONS

31. Possesses pocket knife or blade cutter with a blade length <2 ½ "	OPSO CWA 3 Days Suspension	Recommend Expulsion 5 Day Suspension CWA Hearing			
32. Serious Bodily Injury	OPSO CWA 3 Day(s) Suspension CWA	Recommend Expulsion 5 Day Suspension CWA Hearing			
33. Use of OTC medication in a manner other than prescribed or authorized	OPSO CWA 3 Day(s) Suspension CWA	Recommend Expulsion/Alt. Placement 5 Day Suspension CWA Hearing			
34. Possession of Body Armor	OPSO CWA 3 Day Susp.	Recommend Expulsion 5 Day Suspension CWA Hearing			
35. Bullying/Harassment(*complete Bullying Form on each infraction)	MPC ISD/1-3 Day Suspension LDKP	3 Days Suspension CWA	Recommend Expulsion 5 Day Suspension CWA Hearing		
36. Cyber Bullying(*complete Bullying Form on each infraction)	MPC ISD/1-3 Day Suspension LDKP	3 Days Suspension CWA	Recommend Expulsion 5 Day Suspension CWA Hearing		
37. False Alarm/Bomb Threat	OPSO Recommend Expulsion 5 Day Suspension CWA Hearing				
38. Forgery	MPC 1-3 Day(s) Suspension	3- Day(s) Suspension CWA	5 Day Susp. Recommend Alternative placement Hearing CWA		

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MIDDLE SCHOOL MAJOR INFRACTIONS

39. Gambling	1-3 Day(s) Suspension MPC	3 Day(s) Suspension CWA	5 Day Susp. Recommend Alternative placement Hearing CWA		
40. Public Indecency	3 Days Suspension CWA	,5 Day Susp. Recommend Alternative placement Hearing CWA			
41. Obscene behavior or Possession of Obscene/ Pornographic Material	3 Days Suspension CWA	5 Day Susp. Recommend Alternative placement Hearing CWA			
42. Unauthorized use of Technology	Confiscate ISD/MPC LDKP SS 1-3 Day(s) Suspension	3 Day(s) Suspension CWA	5 Day Susp. Recommend Alternative placement Hearing CWA		
43. Improper dress	MPC ISD LDKP SS	1-2 Day(s) Suspension	3 Day(s) Suspension CWA	5 Day Susp. Recommend Alternative placement Hearing CWA	
44. Academic dishonesty	MPC Zero for test SS	1 day Suspension Zero for test SS	3 Days Suspension CWA Zero for the test	5 Day Susp. Recommend Alternative placement Hearing CWA	
45. Trespassing Violation	OPSO 3 Days Suspension CWA	5 Day Susp. Recommend Alternative placement Hearing CWA			
46. Failure to Serve Assigned Consequence	ISD/Sat.SEM 1 Day Suspension MPC	3 Days Susp. CWA	5 Day Susp. Recommend Alternative placement Hearing CWA		

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MIDDLE SCHOOL MAJOR INFRACTIONS

47. Misusing Internet/Violates electronic/technology policy	MPC/ISD SS	1-3 Day(s) Suspension	3 Day(s) Suspension CWA	5 Day Susp. Recommend Alternative placement Hearing CWA	
48. Sexual Harassment	OPSO 3 Day(s) Suspension CWA	Recommend Expulsion 5 Day Susp CWA Hearing			
49. False Report	MPC/ISD 1 day Suspension LDKP SS	3 Days Suspension CWA	5 Day Susp. Recommend Alternative placement Hearing CWA		
50. Cell Phone District Policy JCDAE *Students identified by Section 504 or Bulletin 1508 will follow Special Education guidelines regarding suspension days. The student and parent must have hearing with the school team and 504/1508 Supervisor. ** With any ***offense,*** if parent and/or student refuse the parent pick up option, the student shall receive three days suspension and will be responsible for all course work. The parent and student will have a meeting with Child Welfare and Attendance and will be place on contract. The student will no longer be allowed to have a cell phone at school for the remainder of the school. Students identified by Section 504 or Bulletin 1508 will follow Special Education Guidelines regarding suspension days. The student and parent must have a hearing with the school team ad 504/1508 Supervisor.	Parent called Parent must pick up phone by 3:00PM A written report (minor infraction) which must be signed by the parent ** See refusal statement	Parent called Parent must pick up phone by 3:00PM 1 day Sat Sem or ISD Administrator's discretion Written minor infraction or referral must be signed by parent ** See refusal statement	Parent called Parent must pick up device prior to 3:00 PM 2 days Sat Sem. Or ISD at the school's administrator's discretion. Parent will be advised that the cell phone will be take and kept for three days on the next offense ** See refusal statement	Parent called Parent must pick up device prior to 3:00PM 3 day susp CWA For Hearing *See Special Statement ** See refusal statement	Parent called 5 day susp. Recommended for Alternative placement Student will lose privilege to have cell phone at school for remainder of the year. *See Special Statement ** See refusal statement

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MIDDLE SCHOOL MAJOR INFRACTIONS

51. Makes Threats/Terrorizing Follow these steps: Notify threatened student or person and ensure the person is safe Notify local police or OPSO Notify CWA & Safety Director, & direct supervisor Notify victim and the one making the threat parent/guardian Do a threat assessment on student who made the threat to determine level See next column for actions to take with perpetrator	Assessment Level 3 MPC SCS 5 day sup Rec. Exp. CWA Determination of action taken will be determined at Expulsion hearing Assessment level 1 and 2 Follow Assessment discipline guidelines				
52. Refusal to a Probable/reasonable Cause Search	Call Parent Call School Resource Officer/Local Authority Recommend Expulsion				
53. ***Any situations or behaviors that are not specifically mentioned in the handling of a discipline and are determined to be inappropriate, the administrators have discretion in assigning consequences based on the severity or frequency of the infraction.					

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MIDDLE SCHOOL MAJOR INFRACTIONS

LEGEND FOR ABBREVIATIONS	
CWA-CHILD WELFARE & ATTENDANCE	
MPC-MANDATORY PARENT CONTACT	
ISD-IN SCHOOL DETENTION	
SUSP.-SUSPENSION	
OPSO-OUACHITA PARISH SHERIFF'S OFFICE	
SCS-School Counselor Sessions	
LDKP-LUNCH DETENTION/KITCHEN PATROL	
SS-SATURDAY SEMINAR	

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PROCESS FOR DEALING WITH A THREAT TO KILL OR SIGNIFICANTLY HARM OTHERS

Step 1: Interview any witnesses to the threat and gather information. Ask questions related to what threat was made, who made it, how it was made, when it was made, and so on. If applicable, collect any available evidence to support the witnesses' claims (i.e., screenshots, text messages, emails, notes, etc.).

Step 2: Interview the student to determine the validity of the allegation. Use the questions below as a guide to help you gather information about the intended victim(s), the student's plan, access to weapons, reasons for the threat, and so on:

- What exactly did you say or write to get you referred for a threat to harm someone?
- What is your relationship to the person or group?
- Do you have a history of problems with this person or group?
- What happened to cause you to threaten this person or group?
- Do you have access to the person or group (i.e., ball practice, bus, live nearby, class, etc.)
- Do you have an active plan to carry out this threat?
- Do you have access to weapons in your home or in the community?
- What do you think would happen if you harmed this person or group?

Step 3: Determine the level of threat based off the information gathered: Low, Medium, or High

Step 4: Follow the recommended guidelines below.

Step 5: Document everything.

LEVEL 1: LOW THREAT

No realistic, plausible danger to others
No evidence of planning, steps, etc.
Threat is unrealistic or poorly conceptualized
Limited access to targeted victim

TYPICAL COURSE OF ACTION

Document the incident on a major behavior referral form (#21 on either Form A or B).

Contact parent.

Conflict resolution with administrator and the parties involved (the school counselor may or may not need to be involved, depending on the situation).

School counselor may need to follow-up with the student.

Recommended Disciplinary Action:
Suspension may not be appropriate, depending on the situation and history.

If the student is to be suspended, administrators should always opt for in-school suspension/detention (ISS/ISD) instead of out-of-school suspension (OSS).

Expulsion should not be an option.

LEVEL 2: MEDIUM THREAT

Limited, vague, or no planning, steps taken, etc. (i.e., plan, steps, etc. lack real details, unrealistic)
Possible access to means
Access to targeted victim
Inconclusive data but plausible threat
NOT an imminent threat to others

TYPICAL COURSE OF ACTION

Document the incident on a major behavior referral form (#21 on either Form A or B).

Parent-Administrator-Student conference to address the seriousness of threat, any concerns that became known, etc.

Follow-up by the school counselor should be done at the next available opportunity to ensure the situation is resolved

If the threat involves bullying, the administrator is required to complete a bullying investigation.

Recommended Disciplinary Action:
In-school suspension/detention (ISS/ISD) should be considered but out-of-school suspension (OSS) may also be an appropriate disciplinary measure (be mindful of the student's classification with regard to Section 504 and Special Education status).

Expulsion should not be an option.

LEVEL 3: HIGH THREAT

Evidence of realistic planning, steps taken, etc.
Access or likely potential access to means
Access to targeted victim(s)
Threat of imminent danger
Realistic data suggesting intent to harm

TYPICAL COURSE OF ACTION

Document the incident on a major behavior referral form (#21 as well as other applicable options on either Form A or B).

Parent-Administrator-Student conference to address the seriousness of threat, any concerns that became known, etc.

For students age 10 years and older:
Administrator should contact law enforcement and document appropriately on behavior referral form.

For students age 9 years and younger:
Contact a member of the mental health team* to assist with the situation.

Recommended Disciplinary Action: Out-of-school suspension (OSS) is preferred as an appropriate disciplinary measure (be mindful of the student's classification with regard to Section 504 and Special Education status).

Expulsion should be considered for serious imminent threats that will most likely result in harm if left unchecked.

*Mental Health Team may include the mental health specialists, school counselors, school psychologists, and/or school social workers

Threat to Kill or Significantly Harm Others

Administrator Interview Questions

Student: _____ School: _____ Date: _____

What exactly did you say or write to get you referred for a threat to harm someone?

What is your relationship to the person or group?

Do you have a history of problems with this person or group?

What happened to cause you to threaten this person or group?

Do you have access to this person or group (i.e. ball practice, bus, live near, classes, etc.)?

Do you have an active plan to carry out this threat?

Do you have access to weapons in your home or in the community?

What do you think would happen if you harmed this person or group?

Interviewer: _____

STUDENTS WITH DISABILITIES (1508 AND 504)

DISCIPLINE GUIDELINES FOR STUDENTS WITH DISABILITIES (1508 AND 504)

When dealing with students with disabilities, incidents must be evaluated on a case-by-case basis as outlined in federal and state laws guidelines and regulations.

Student violates school conduct of code

(Consider alternatives to out-of-school suspension when feasible. Must have written documentation of interventions.)

1) Written notice to parent and conference with student.
2) Conference with parent and student face to face. If parent cannot attend, hold telephone conference or zoom meeting.
3) Refer student to one of the following: guidance counselor, outside counselor or mental health specialist.
4) Detention or In School Detention.
5) Change of class schedule or lunch schedule.
6) Check-in/Check-Out Procedures.

Student accumulates three (3) out of school suspension days

1) Complete the discipline conference letter and give to parent.
2) Parent and student must attend the discipline conference.
3) Discipline referrals must be entered into WebPams correctly.
4) Email the letter and copy of written referral to discipline contact at Student Support Services.
5) Notify the school Special Education teacher/coordinator or the 504 School Coordinator.

Student accumulates five (5) out of suspension days

1) Consult with Special Education teacher with IEP authority to convene IEP meeting.
2) Consult with 504 School Coordinator to convene IAP Meeting.
3) IEP/IAP team (including Pupil Appraisal Behavior Contact) to develop/review/add behavioral interventions to IEP/IAP.

Student accumulates a total of ten (10) days suspended

1) Consult with Special Education teacher with IEP authority to convene IEP meeting.
2) Consult with 504 School Coordinator to schedule IAP meeting.
3) IEP/IAP team reviews and modifies behavioral interventions and/or may recommend change in placement.

Contact the Special Education Discipline Supervisor/504 Discipline Supervisor to ensure compliance with procedural safeguards and attend meeting.

BEHAVIOR INTERVENTION PLAN GUIDELINES

A school may request a Behavior Intervention Plan (BIP) when a student has a pattern of repeated behaviors and/or has reached five (5) out of school suspension days. BIPs are written by Pupil Appraisal staff members.

CHANGE IN PLACEMENT GUIDELINES

1) When a serious offense occurs that may warrant a recommended change in placement, the school contacts the Special Education Discipline Supervisor or 504 Discipline Supervisor immediately (school also notifies the parent/guardian that day). If a change in placement can be considered, the Special Education Discipline Supervisor or 504 Discipline Supervisor will send a certified due process notification letter to the parents/guardians of the student.
2) Considering a change in placement requires an IEP/IAP team meeting, a functional behavior assessment (FBA), and a manifestation determination review (MDR).
3) The Special Education teacher with IEP authority or Special Education Coordinator, or 504 School Coordinator, sets up the discipline meeting and MDR, held consecutively at the school, at the earliest time when the Special Education Discipline Supervisor/504 Discipline Supervisor, Pupil Appraisal behavior contact, and parent all can attend.
4) The discipline meeting is held first to discuss the incident and proposed discipline. The meeting includes the parent, the student, school administrator, and Special Education Supervisor/504 Discipline Supervisor.
5) The MDR follows to determine if the behavior was substantially or directly related to the student's disability, or if there was a failure to follow the student's IEP/ IAP or BIP. The MDR includes the parent(s), student, if available, regular education teacher/counselor, Special Education teacher with IEP authority, Special Education Coordinator, or 504 School Coordinator, Special Education Discipline Supervisor/504 Discipline Supervisor, Pupil Appraisal behavior contact person, school psychologist/behavior contact, and one school administrator.
6) If the behavior is a manifestation (and the incident is not prohibited weapons, illegal controlled substances on school grounds/at school functions, or serious bodily injury), the student must remain in his/her current educational setting (unless parent agrees and signs that a change in placement is best for the student). If the behavior is determined to not be a manifestation, a change in placement may take place, not to exceed 45 days. A re-evaluation must also be completed at this time.
7) If a student has a change in placement, the IEP/IAP team will meet at the end of the assigned days in order to transition the student back to the regular school setting.

Reminders

- Change of Placement 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 laws and regulations or the provisions of the student's specific plan.
- Contact the Special Education Discipline Supervisor or 504 Discipline Supervisor to discuss a possible change of educational placement to an alternative setting as a disciplinary option.
- 1508 and 504 students have only ten (10) days Out of School Suspension, please use these days wisely.