



**DISCIPLINE
PROCEDURE
MANUAL**

2024-2025

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.

HIGH SCHOOL MAJOR INFRACTIONS

INFRACTION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4 th Offense	5 th Offense
1. Willful Disobedience	MPC ISD/Sat. Seminar	MPC ISD/Sat. Seminar Option 1-2	MPC 3 Day Suspension CWA	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA	
2. Treats an authority with disrespect	MPC ISD/Sat. Seminar	MPC 2 Day Suspension	MPC 3 Day Suspension CWA	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA	
3. Makes an unfounded charge against authority	MPC 1-3 Day Suspension	MPC 3 Day Suspension CWA	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA		
4. Used profane and/or obscene language	MPC ISD/Sat. Seminar	MPC 1 Day Suspension	MPC 3 Day Suspension CWA	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA	
5. Commits immoral or vicious practices	MPC SCS 1-3 Day Suspension	MPC SCS 3 Day Suspension CWA	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA		
6. Conduct or habits injurious to his/her associates	MPC SCS 1-3 Day ISD or Suspension depends on Severity	MPC SCS CWA 3 Day	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA		

HIGH SCHOOL MAJOR INFRACTIONS

7. Uses or possesses any controlled dangerous substances or drug paraphernalia governed by the Uniform Controlled Dangerous Substances Law, in any form	OPSO-MPC SCS CWA Rec.Expulsion 5 day Suspension	MPC SCS CWA Rec.Expulsion 5 day Suspension	MPC SCS CWA Rec.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	MPC SCS 3 Day Suspension Or Sat. Seminar- Depends on referrals or severity	MPC SCS 3 Day Suspension CWA	Rec. Expulsion or 5 Day Suspension CWA		
9. Uses or possesses alcoholic beverages	MPC SCS Confiscate 1-3 Day Suspension	MPC SCS 3-Day Suspension CWA	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA		
10. Disturbs the school or habitually violates any rule	MPC 1 day ISD or Sat.Sem. Depends on severity	MPC 1-3 Day Suspension	MPC 3 Day Suspension CWA	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA	
11. Cuts, defaces, or injures any part of public school property/buildings/vandalism	MPC 1-3 Day Suspension Replace Property	MPC 3 Day Suspension CWA	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA		
12. Writes profane and/or obscene language or draws obscene pictures	MPC 1 Day ISD or Sat. Seminar or Suspension Must clean or Remove	MPC 3 Day Suspension CWA	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA		

HIGH 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.	MPC SCS 5 day Suspension Rec.Expulsion CWA OPSO				
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).	MPC SCS 5 day susp Rec. Expulsion CWA OPSO				
14a. Possession of Imitation/Toy Weapons	MPC SCS 1-3 day Suspension Or Rec. Exp/Alt. Placement w/ 5 day Susp *Due to Severity or repeated violation				
15. Throws missiles liable to injure others	MPC ISD 1-3 Days or 1-3 Day Suspension	MPC 3 day Suspension CWA	MPC Rec. Exp 5 day Sus CWA		
16. Instigates or participates in fights while under school supervision	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA *Investigate thoroughly* attach written doc. to referral* If proven self-defense no recommendation of Alternative Placement				
Videoring/posting images with any inappropriate behavior	MPC- 5 day Susp Rec Exp Hearing CWA				

HIGH SCHOOL MAJOR INFRACTIONS

17. Violates traffic and safety regulations	MPC Loss of privilege to have vehicle on campus 1 Week	MPC 3 day ISD Loss of privilege to have vehicle on campus for 1 mo.	MPC 3 day Suspension CWA Loss of privilege to have vehicle on campus for 1 year.	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA	
18. Leaves school premises or classroom without permission/Skipping	MPC 1 day ISD or Sat. Seminar	MPC 3 day ISD or Sat. Seminar	MPC 3-Suspension CWA	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA	
19. Is habitually tardy and or absent starting on 6 th Tardy	MPC Sat.Sem. Truancy notified	MPC 1 Day ISD Truancy notified	MPC 1-3 Day Suspension	MPC 3 Day Suspension CWA	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA
20. Takes another's property or possessions without permission	MPC 1-3 Day Suspension Must return property & make rest.	MPC 3 day Suspension CWA Return property & make rest.	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA		
21. Commits any other serious offense	MPC SCS 1-3 day Suspension Depends on Severity- Could be Rec.Expulsion	MPC SCS 3 Day Suspension CWA	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA		
22. Murder	MPC SCS Rec.Expulsion 5 Day Suspension CWA OPSO				

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.

HIGH SCHOOL MAJOR INFRACTIONS

23. Assault and/or Battery	MPC SCS Rec.Expulsion 5 Day Suspension CWA OPSO				
24. Rape and/or Sexual Battery	MPC SCS Rec.Expulsion 5 Day Suspension CWA OPSO				
25. Kidnapping	MPC SCS Rec.Expulsion 5 Day Suspension CWA OPSO				
26. Arson	MPC SCS Rec.Expulsion 5 Day Suspension CWA OPSO				
27. Criminal Damage to Property	MPC Rec.Expulsion 5 Day Suspension CWA OPSO				
28. Burglary	MPC Rec.Expulsion 5 Day Suspension CWA OPSO				

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HIGH SCHOOL MAJOR INFRACTIONS

29. Misappropriation with violence to the person	MPC SCS Rec.Expulsion 5 Day Suspension CWA OPSO				
30. Discharge or use of weapon (s) prohibited by federal law	MPC SCS Rec.Expulsion 5 Day Suspension CWA OPSO				
31. Possesses pocket knife or blade cutter with a blade length less than <2 ½ Possesses knife or blade, blade cutter with blade length 2 ½ or greater.	MPC SCS 3 Day Suspension CWA MPC OPSO SCS Rec.Expulsion 5 Day Suspension	MPC SCS 5 Day Suspension Rec.Expulsion CWA Louisiana Law			
32. Serious Bodily Injury	MPC SCS 5 Day Suspension Rec.Expulsion CWA OPSO				
33. Use of OTC medication in a manner other than prescribed or authorized	MPC SCS OPSO CWA 3 Day Suspension	MPC SCS OPSO Rec.Exp 5 Day Suspension CWA in accord. With La. Law on Drugs			

HIGH SCHOOL MAJOR INFRACTIONS

34. Possession of Body Armor	MPC SCS OPSO 3 Day Suspension CWA	MPC SCS Rec. Expulsion 5 Day Suspension CWA			
35. Bullying/Harassment(*complete Bullying Form on each infraction) Once it has been determined	MPC SCS 1-3 Day Suspension	MPC SCS 3 Day Suspension CWA	MPC SCS Rec. Expulsion 5 Day Suspension		
36. Cyber Bullying(*complete Bullying Form on each infraction) During school hours or activities	MPC SCS 1-3 Day Suspension *If Severe Rec. Expulsion 5 Day Suspension	MPC SCS 3 Day Suspension CWA *If severe Rec. Expulsion 5 Day Suspension	MPC SCS Rec. Expulsion 5 Day Suspension CWA		
37. False Alarm/Bomb Threat	MPC SCS OPSO Rec.Expulsion 5 Day Suspension CWA				
38. Forgery	MPC 1-3 Day Suspension	MPC 3 Day Suspension CWA	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA		
39. Gambling	MPC SCS 1-3 Day Suspension	MPC SCS 3 Day Suspension CWA	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA		
40. Public Indecency	MPC SCS 3 Day Suspension CWA *If Severe Rec.Expulsion	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA			

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41. Obscene behavior or Possession of Obscene/Pornographic Material	MPC SCS 1-3 ISD Or 1-3 Day Sus If Severe Rec. Expulsion	MPC SCS 3 Day Suspension CWA If Severe Rec. Expulsion	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA		
42. Unauthorized use of Technology	MPC ISD 1-3 Day Suspension	MPC 3 Day Suspension CWA	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA		
43. Improper dress	MPC 1 Day ISD	MPC 1-3 days ISD/Sat.Sem.	MPC 3 Day Suspension CWA	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA	
44. Academic dishonesty	MPC Zero for Test	MPC Zero for test 1 day Suspension	MPC CWA Zero for test 3 Day Suspension CWA	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA	
45. Trespassing Violation	MPC OPSO 3 Day Suspension CWA	OPSO MPC 5 Day Susp. Recommend Alternative placement Hearing CWA			
46. Failure to Serve Assigned Consequence	MPC 1-3 Day Suspension	MPC 3 Day Suspension CWA	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA		

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47. Misusing Internet/Violates electronic/technology policy	MPC ISD or 1-3 Day Suspension	MPC 3 Day Suspension CWA	MPC 5 Day Susp. Recommend Alternative placement Hearing CWA		
48. Sexual Harassment	MPC SCS OPSO 3 Day Suspension CWA If severe can Rec.Expulsion	MPC SCS OPSO Rec.Expulsion 5 Days Suspension CWA			
49. False Report	MPC 1 Day ISD or 1-3 day Suspension	MPC 3 Day Suspension CWA	MPC 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 <i>offense</i> , 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 placed 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 and 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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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 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 of 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.					
<u>LEGEND FOR ABBREVIATIONS</u> CWA- CHILD WELFARE & ATTENDANCE MPC-MANDATORY PARENT CONTACT ISD-IN SCHOOL DETENTION SUS-SUSPENSION OPSO-OUACHITA PARISH SHERIFF'S DEPT. SCS-SCHOOL COUNSELOR SESSIONS Sat.Sem.- Saturday Seminar *Threat Assessment					