DISCIPLINE POLICY

An Important Message from the Office of Child Welfare and Attendance

Welcome to the St. Martin Parish School Board office of Child Welfare and Attendance. To begin this section, we would like to share a brief, but very important message. Part of our job responsibilities includes assisting schools with promoting positive student behavior and good decision making. With that said, occasionally a student who has never received a discipline referral commits a serious violation of our student code of conduct and therefore has to suffer the consequences.

We would like to make you aware of some of those consequences.

Louisiana law states that a student who is found guilty of being in 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 school sponsored event pursuant to a hearing[1] shall be expelled from school for a minimum period of two complete semesters if under the age 16; and a student 16 years of age or older found guilty shall be expelled for a minimum of four complete semesters. In St. Martin Parish schools, a semester is equal to 90 days. Although the expelled student may have the opportunity to return to school on probation, the expulsion term does not change. The law also states that no student expelled for such offense shall be admitted or readmitted to school on a probationary basis until the pupil produces written documentation that he and his parents or legal guardian have entered and participated or is participating in a rehabilitation counseling program related to the reasons for expulsion[2]

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[1] The following is further explanation of the referenced rights to a hearing: A hearing shall be conducted by the superintendent or his designee within fifteen school days to determine the facts of the case and make a finding of whether or not the student is guilty of conduct warranting a recommendation of expulsion. The school board shall provide written notice of the hearing to the student and his parent or legal guardian, and such notice shall advise the student and his parent or legal guardian of their rights. Upon the conclusion of the hearing and upon a finding that the student is guilty of conduct warranting expulsion, the superintendent or his designee shall determine whether such student shall be expelled from the school system or if other corrective or disciplinary action shall be taken. Until such hearing takes place, the student shall remain suspended from the school with access to classwork and the opportunity to earn academic credit. At such hearing, the student may be represented by any person of his choice. A student who is expelled or suspended for longer than ten days shall be provided with academic instruction at an alternative setting. The parent or legal guardian of the student who has been recommended for expulsion may, within five days after the decision is rendered, submit a request to the city, parish, or other local public school board to review the findings of the superintendent or his designee at a time set by the school board. The parent or legal guardian of the student who has been recommended for expulsion pursuant to this Section may, within ten school days, appeal to the district court for 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 designee. A student expelled may be readmitted on a probationary basis to school at any time during the period of expulsion upon terms agreed upon in writing by the St. Martin Parish School Board, the student, and their parent or guardian.

[2] Please also note that there are strict provisions related to firearms in the School Board's Weapons Policy. Please also see relevant exceptions to discipline protections for students with disabilities described in the Discipline for Students with Disabilities section.

With that said, the student cannot participate in any school related functions or activities outside of the instructional day until the term of the expulsion is complete. This includes co-curricular and extra-curricular functions and activities such as band, football, ROTC, dances, homecoming, athletic events and even graduation to name a few. Furthermore, Louisiana law also provides for the one-year suspension of driving privileges for students who are expelled or suspended from school for 10 or more consecutive days for committing any of the following infractions:

Sale or possession of drugs, alcohol, or any other illegal substances, possession of a firearm and infractions involving assault or battery on a member of the school faculty or staff.

Finally, if someone ever gives your child something to hold, such as drugs or weapons, they should immediately report this to a faculty member at the school. For more information on the St. Martin Parish student code of conduct, please refer to the information below. We hope this information was beneficial and please call us if we can be of further assistance.

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XVIII. DISCIPLINE

A. DISCIPLINE PHILOSOPHY STATEMENT

The St. Martin Parish School Board strives to operate schools in a manner that provides for an orderly process of education for each child in the system. Although supervisors at schools are not absolute insurers of the children's safety, a reasonable standard of care commensurate with the age of the children under the attendant circumstances is required of the School Board in providing adequate supervision. It is the expressed policy of the School Board to prioritize alternatives to suspensions and expulsions and to seek to use suspensions and expulsions as the last step in progressive discipline, based on the nature of the infraction. Principals and school staff will strive to address student behavior with a focus on evidence-based interventions and supports. For behavior that is not criminal, dangerous, or violent, schools will prioritize classroom and school-based interventions in lieu of out-of-school disciplinary removals to address student misconduct and minimize the loss of academic instructional time. The new discipline matrix, and the included levels of intervention and responses, is intended to further implement this approach to discipline.

Education is a parental responsibility, only part of which is delegated to the school. In order to help create an atmosphere that encourages learning according to the school philosophy, it is necessary that certain levels of conduct and discipline be maintained. To achieve this end, certain guidelines are to be followed to enable the teacher and the student to be more comfortable with one another.

Discipline, under this policy, means convincing students that it is to their benefit to follow rules. Self-discipline means the ability to make a plan and carry it out. Responsibility means the ability to look at one's behavior, evaluate it, make a plan to do better, and restore or repair harm to the school community. Allowing individuals to live with the natural and/or reasonable consequences of their actions is, in the opinion of the School Board, the essence of an effective discipline system. Therefore, if disciplinary measures are taken, they will be non-discriminatory, fair, age-appropriate, and proportionate to the severity of the student's behavior.

Every member of the school community, including students, parents, and the school staff, has a responsibility to promote (1) self-respect and self-discipline, (2) maximum opportunities for learning, (3) regular attendance at school, (4) orderly conduct and behavior, and (5) freedom from fear, insult, or injury. To ensure success, School Wide-Positive Behavioral Interventions and Supports (PBIS) are continually being implemented in all St. Martin Parish Schools. It is a research-based process that utilizes collaborative, assessment-based approaches to develop effective interventions for problem behavior. PBIS emphasizes the use of proactive, educative and reinforcement-based strategies. PBIS encourages a positive climate school wide, in all locations and for all students. PBIS aims to build effective environments in which positive behavior is more effective than problem behavior. The implementation of these strategies will be monitored to ensure that all schools implement the district's discipline policy in a fair and effective manner. ***(Required by the Juvenile Reform Act of 2003; BESE School Master Plan for Discipline).***

Every member of the school community, including students, parents, and the school staff, has a responsibility to promote (1) self-respect and self-discipline, (2) maximum opportunities for learning, (3) regular attendance at school, (4) orderly conduct and behavior, and (5) freedom from fear, insult, or injury. To ensure success, School Wide-Positive Behavioral Interventions and Supports (PBIS) are continually being implemented in all St. Martin Parish Schools. PBIS is an evidence based, three-tiered framework to improve

and integrate all of the data, systems and practices affecting student outcomes every day. PBIS utilizes collaborative, assessment-based approaches to develop effective interventions for problem behavior.

Tier 1 PBIS practices and supports are provided universally and school-wide to all students. This practice and systems establish a foundation of regular, proactive support while preventing undesired behaviors. **PBIS Tier 2** practices and systems support students who are at risk for developing more serious problem behavior before those behaviors begin. Tier 2 focuses on supports that will help students develop the skills they need to benefit from core programs at school. The third **Tier (Tier 3**) provides intensive, individualized support to improve student's behavioral and academic outcomes. A student's need is determined by formal assessments.

Implementation of PBIS encourages a positive climate promoting student success school wide, in all locations and for all students. The implementation of these strategies will be monitored utilizing the Tiered Fidelity Inventory to ensure that all schools implement PBIS with fidelity ***(required by Required by the Juvenile Reform Act of 2003; BESE School Master Plan for Discipline).***

The State of Louisiana guarantees to all of its citizens the right to a free public education. Each student thus entitled has a corresponding responsibility to join with other members of the school community in respecting the rights and responsibilities of others in that community and in helping to establish an effective climate for learning within the school. When a student's behavior exhibits marked deviation from acceptable norms, it is the responsibility of the teacher, principal, and counselor or other personnel to undertake every effort to identify the problem, to secure parental understanding and cooperation, and to help the student in accordance with their best judgment and available resources.

In those cases where corrective action becomes necessary, the disciplinary measures taken shall be positive, constructive, and directed toward serving educational ends. It must be clearly understood by the student, his/her parents, and educators that the purpose of all disciplinary action is to correct the offense(s) that negatively impact the learning environment of the school, and to teach the student that education is a right, qualified by the responsibility to comply with reasonable rules and regulations. While the school is concerned with the individual and his/her welfare, it must also be concerned with the group and its welfare and in preserving the proper atmosphere for teaching and learning. When the efforts of all concerned fail to modify a student's behavior and the misconduct of the individual is beyond the school system's resources for correction, denial of school attendance, following the School Board's appropriate due process procedures for suspension or expulsion may be initiated.

B. THE RIGHTS OF STUDENTS WITH RESPECT TO DISCIPLINE

All students have certain legal rights related to discipline in school. Students are encouraged to talk with their Principal and/or teacher with questions or for further information. Copies of all discipline policies can be obtained from the Superintendent's office or online at:
www.saintmartinparishschools.org

1. **The Right to a Free, Public Education.** The Louisiana Constitution guarantees to all of its citizens the right to a free public education.

2. **Substantive Due Process.** All students have the right to notice of the substance or type of conduct which may result in disciplinary action. This right is known as "substantive due process." This Handbook and student orientation provide that notice. However, if a student has questions concerning the definition or examples of behaviors (either identified in the Discipline Plan or not)

or concerning any part of the Discipline Plan, he/she should immediately talk about those concerns with his/her Principal and/or teacher.

Substantive due process also means that all students have a right to be free from disciplinary action that is so egregious or arbitrary that it may be fairly said to "shock the contemporary conscience."

3. **Procedural Due Process: Notice and Hearing before Loss of Right to Attend School.** A student who is accused of misconduct that may result in a loss of the right to attend school has the legal right to receive certain notices and opportunities to respond. This right is commonly referred to as "procedural due process." Prior to any out-of-school suspension, assignment to alternative placement, or expulsion, a student must be provided with notice of: (1) the particular misconduct of which they are accused; and (2) the basis for such accusation. The student shall be given an opportunity at that time to explain their version of the facts. The school principal or their designee shall contact the parent or legal guardian to: (1) give them notice of the out-of-school suspension, assignment to alternative placement, or expulsion; (2) the reasons therefor; and (3) establish a date and time for a conference with the principal or their designee as a requirement for readmitting the student. [3]

   In St. Martin Parish, students who are suspended for more than ten days or expelled are provided alternative placement or alternative programs and, therefore, no student will lose the right to attend school in the District. Nevertheless, the District provides certain due process protections to students anytime suspension or expulsion is recommended. The degree of notice and response depends on the length of the recommended disciplinary action.

4. **The Constitutional Right to Equal Protection**: A school district may not discipline a student or students on the basis of race, color, national origin, or sex.

5. **The Constitutional Right to Free Speech:** Children do not lose their First Amendment right to freedom of speech or other forms of expression (including hair and attire) when they enter a school building or participate in school-sanctioned activities. However, the First Amendment rights of students in public schools are subject to the Board's authority, consistent with fundamental constitutional safeguards, to prescribe and control conduct in the schools. A student may be punished for any form of speech or expression if it is determined that it will invade the rights of other students or cause a substantial disruption of or material interference with school activities. Categories of speech that are not protected by the First Amendment include fighting words, threats, obscenity (indecent, lewd, or vulgar speech), harassment, and imminent incitement to lawlessness. School-sponsored speech may also be limited as long as it is related to the Board's educational concerns.

[3] A student whose presence in or about a school poses a continued danger shall be immediately removed from the premises without benefit of this procedure, however the necessary procedure shall follow as soon as practicable.

6. **The Right to Freedom from Hair Discrimination:** The Louisiana CROWN Act (La. R.S. 17:111) protects a student from being denied admission into or excluded from any public school because of their hair texture or natural, protective, or cultural hairstyle.

7. **The Right to Freedom from Discrimination:** The St. Martin Parish School Board is prohibited from discrimination on the basis of race, color, national origin, sex or disability in the admission or access or treatment in its programs and activities, in accordance with the following federal laws:

   Title VI of the Civil Rights Act of 1964 (Title VI) protects people from discrimination based on race, color, or national origin in education programs or activities that receive federal financial assistance.

   Title IX of the Education Amendments Act of 1972 (Title IX) protects people from discrimination based on sex in education programs or activities that receive federal financial assistance.

   The Individuals with Disabilities Education Act (IDEA) makes available a free and appropriate education to and ensures special education and related services to eligible children with disabilities.

   Section 504 of the Rehabilitation Act of 1973 (Section 504) protects people from discrimination on the basis of disability in education programs or activities that receive federal financial assistance.

C. EXPECTED STUDENT BEHAVIOR

The purpose of the code of conduct is to help provide students, parents, and teachers notice of unacceptable behaviors. It should be used to prevent and/or correct behaviors. This section explains the expectations that the St. Martin Parish School Board have for certain areas of the school and for certain situations.

GENERAL CODE OF CONDUCT:

1. **Use inside voices**- Students should speak in a calm voice used in normal conversations.
2. **Walk-**Students are reminded to walk while in hallways, classrooms, cafeteria, and other school environments.
3. **Keep hands, feet, and other objects to yourself**- Students should not hit, kick, or take other students' materials.
4. **Be respectful-** Students should treat people with common courtesy.
5. **Use appropriate school language**- Students should use proper words and language as a member of the school community.

CAMPUS ACCESS: Once a student has set foot on campus in the morning, he/she may not leave at any time during the day without express permission of the parent/guardian and the principal, the assistant principal, or principal designee.

A student driving to school in an automobile is to register his vehicle with the principal. No one may sit in or use the automobile until after school is dismissed. Exceptions will be made in cases where the parents and family physician request that the student go home for one reason or another.

Students are not allowed on school campuses before or after school hours unless under the supervision of school personnel or chaperons. Supervision begins when the first school bus arrives in the

morning and ends when the last bus leaves in the afternoon. Usually the hours are from 7:00 a.m. - 4:00 p.m.

CAMPUS/PLAYGROUND RULES: Students will respect all duty personnel, use playground equipment properly, and remain in the assigned area. *Code of Conduct applies.

SCHOOL BAGS: All school bags, knapsacks or other bags used to carry student books or accessories must be mesh or see-through.

LOCKERS: Students are to use their lockers only at designated times. Lockers will be inspected regularly by the principal or his designee for evidence that the law, a school rule, or parish or city school board policy has been violated. It is each student's responsibility to keep his/her locker clean and neat. Unauthorized sharing of lockers will not be permitted (see Search and Seizure Policy and Locker Policy). *Code of Conduct applies.

GYMNASIUM LOCKER ROOM: Students are to use the locker room area only at authorized times. Lockers will be inspected regularly by the principal or his designee (Assistant Principal) for evidence that the law, a school rule, or parish or city school board policy has been violated. It is each student's responsibility to keep his/her locker clean and neat. Unauthorized sharing of lockers will not be permitted. (See Locker Policy & Search and Seizure Policy) *Code of Conduct applies.

HALLWAYS: Students are allowed in hallways at designated times only. *Code of Conduct applies.

RESTROOMS: Students are allowed in the restrooms only at designated times. Students shall not misuse restroom supplies and facilities. *Code of Conduct applies. Reasonable accommodations for students with a qualified disability will be provided.

LIBRARY: Students are allowed in the library only at designated times. Quiet must be observed at all times in the library. Students will follow all library regulations in return for the privilege of using the facility. *Code of Conduct applies.

CAFETERIA: Students will observe proper manners while eating and leave the tables clean for the students who follow them. Cafeteria food and supplies will be left in the cafeteria. Students will adhere to rules when entering or leaving the cafeteria. *Code of Conduct applies.

OFFICE AREA: Students are not permitted to use the telephone in the office except in cases of emergency. Permission to use the phone must be obtained from the person in charge of the office. *Code of Conduct applies.

CLASSROOMS: Students will adhere to the classroom rules posted in each classroom. In addition, it is each student's responsibility to remain on task throughout class time and have all required classroom materials at all times. The classroom rules shall be fair, clear, concise, and consistent with the school district's disciplinary policy. Students are to report to class on time and are not permitted to leave class without the express permission of the teacher. Students are required to complete their own work. *Code of Conduct applies.

EXTRACURRICULAR ACTIVITIES: Students and other spectators will show good sportsmanship with regard to winning and losing and will accept the decisions of officials. *Code of Conduct applies.

1. **Participant**-Sportsmanship for participants is the willingness to put forth the best possible effort while competing in a school sport, and to treat their teammates and competitors with courtesy, respect, and fair play, before-during-after the game or match, regardless of winning or losing.

2. **Spectator (Watcher)-**Sportsmanship for spectators (watchers) requires all who attend school related sports to treat the participants, game officials, and coaches with common courtesy and respect. Spectators should not call participants names, threaten or intimidate players-coaches-officials, and must remain in the stands or sidelines of all contests.

GENERAL ASSEMBLIES: All students will attend assemblies unless excused by the principal, assistant principal, or principal designee. *Code of Conduct applies.

SCHOOL CLUBS: Attendance at school club meetings is for club members only, unless others are specifically invited by club officers or sponsors. *Code of Conduct applies.

FIELD TRIPS: Students will show respect to bus drivers, teachers, chaperons, and personnel of the places being visited. *Code of Conduct applies.

DRESS CODE: Refer to Section VIII

D. §519. DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES

AUTHORITY NOTE: Promulgated in accordance with R.S.17: 1941, et seq.
HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education[4]

1. **Disciplinary Removals of a Student with a Disability:** A student with a disability who violates the code of conduct may be removed from their current placement to an appropriate interim alternative education setting, or suspension for not more than 10 consecutive school days (to the extent those alternatives are applied to students without disabilities). For separate incidents of misconduct, additional removals of not more than 10 consecutive school days may occur, provided that the additional removals do not constitute a "change of placement."

    a. **Providing Services During a Disciplinary Removal:** The District shall provide services to a student removed from their current placement for 10 cumulative school days or less in that school year if it provides services to students without disabilities who is similarly removed. After a student with a disability has been removed from their current placement for 10 cumulative school days in the same school year, during any subsequent days of removal the District shall provide: (1) educational services so as to enable the student to continue to participate in the general education curriculum and to progress towards meeting the goals set out in the student's IEP and (2) as appropriate, a functional behavioral assessment and behavioral intervention services and modifications that are designed to address the behavior violation so that it does not reoccur.

[4] Access all Louisiana special education Regulations, at Section XV, at https://bese.louisiana.gov/policy.

2. **When a Disciplinary Removal Constitutes a "Change in Placement":** A removal of a student with a disability from their current educational placement is a *change of placement* if: (1) The removal is for more than 10 consecutive school days; OR (2) As determined on a case-by-case basis by the District, the student has been subjected to *a series of removals that constitute a pattern because*: (i.) The series of removals total more than 10 consecutive school days in a school year; (ii.) The student's behavior is substantially similar to behavior in previous incidents that resulted in the series of removals; and (iii.) Of such additional factors as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another.

    a. **Notification of Disciplinary Change in Placement:** On the date on which the decision is made to make a removal that constitutes a change of placement of a student with a disability because of a violation of a code of student conduct, the district shall notify the student's parent or guardian of that decision and provide them with the procedural safeguards notice.

    b. **Providing Services During a Disciplinary Change in Placement:** If the removal is a change of placement, the student's IEP Team determines the appropriate services that must be provided to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP.

    c. **The Manifestation Determination Review (MDR) Requirement for Disciplinary Changes in Placement:** A MDR is a meeting to review the relationship between a child's disability and their behavior that needs disciplinary action. Within 10 school days of any decision to change the placement of a student with a disability because of a violation of the code of student conduct, the District, the student's parent or guardian, and relevant members of the IEP team shall review all relevant information in the student's file to determine:

        a. (1) If the conduct in question was caused by, or had a direct and substantial relationship to the student's disability; or

        b. (2) If the conduct in question was the direct result of the district's failure to implement the student's IEP.

        If the District, the student's parent or guardian, and relevant members of the student's IEP team determine that either of those conditions was met, the conduct must be determined to be a manifestation of the student's disability.

        i. **<u>If it is determined that the conduct was a manifestation of the student's disability, the IEP team shall:</u>** (1) Conduct a functional behavioral assessment (FBA), unless the district had conducted a FBA before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan (BIP) for the student; or (2) If a BIP already has been developed, review the BIP, and modify it, as necessary, to address the behavior. The District shall return the student to the placement from which they were removed, unless the student's parent or guardian and the district agree to a change of placement as part of the modification of the BIP.

        ii. **<u>If the district, parent or guardian, and relevant members of the student's IEP team determine that the conduct in question was the direct result of the District's failure</u>**

to implement the IEP, the District shall take immediate steps to remedy those deficiencies.

iii. **If the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the student's disability**, school personnel may apply the relevant disciplinary procedures to students with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities, except for the services provided in subsection "b" of this Section ("Providing Services During a Disciplinary Change in Placement"). Also, the student shall receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur.

d. Exception to the MDR Requirement: School personnel may remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability, if the student: (1) Carries or possesses a weapon[5] at school, on school premises, or at a school function under the jurisdiction of the LDOE or the district; (2) Knowingly possesses or uses illegal drugs[6], or sells or solicits the sale of a controlled substance[7], while at school, on school premises, or at a school function under the jurisdiction of the LDOE or the District; or (3) Has inflicted serious bodily injury[8] upon another person while at school, on school premises, or at a school function under the jurisdiction of the LDOE or the district.

3. Reporting Crime Committed by a Disabled Student to Law Enforcement: Nothing in this Section prohibits the District from reporting a crime committed by a student with a disability to appropriate authorities or prevents state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state laws to crimes committed by a student with a disability.

a. Rights of Disabled Student Referred to Law Enforcement: If the District reports a crime committed by a student with a disability, the District shall ensure that copies of the student's special education and disciplinary records are transmitted for consideration by the authorities to whom the agency reports the crime only to the extent permitted by the Family Educational Rights and Privacy Act (FERPA).

4. Appeals and Expedited Due Process: The parent or guardian of a student with a disability who disagrees with either any decision regarding a student's disciplinary removal, change of placement or the decision on manifestation determination may appeal the decision by requesting a due process hearing.

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[5] "Weapon" has the meaning given the term "dangerous weapon" in Section 930 of Title 18, United States Code.

[6]" Illegal Drug" means a controlled substance, but does not include a substance that is legally possessed, or used, under the supervision of a licensed health-care professional, or that is legally possessed or used under any other authority under that Act or under any other provision of federal law.

[7] "Controlled Substance" means a drug or other substance identified under schedules I, II, III, IV, or V of the Controlled Substances Act.

[8] "Serious Bodily Injury" means a bodily injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or faculty.

a. **Timeline:** The due process hearing request shall allege a violation that occurred not more than one year before the date the parent knew or should have known about the alleged action that forms the basis of the request of the due process hearing. Whenever a hearing is requested, the parent or guardian (or the district) shall have an opportunity for an impartial due process hearing. The Louisiana Department of Education (LDOE) or the district shall arrange for the expedited due process hearing to occur within 20 school days of the date the request for the due process hearing is filed. The hearing officer shall make a determination within 10 school days after the hearing.

b. **Placement of Student During Appeal:** When an expedited hearing has been requested by either the parent or guardian or the District, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the time period specified whichever occurs first, unless the parent or guardian and the LDOE or the district agrees otherwise.

c. **Resolution Meeting:** Unless the parent or guardian and the District agree in writing to waive such a meeting, or agree to use mediation, a resolution meeting shall occur within 7 days of receiving the notice of request for a due process hearing. The due process hearing may proceed unless the matter has been resolved to the satisfaction of both parties within 15 days of receipt of the request for due process hearing.

d. **Decision Rendered by Hearing State Due Process Hearing Officer:** A state due process hearing officer that meets the requirements shall conduct the due process hearing and make a determination. The hearing officer may: (1.) Return the student with a disability to the placement from which he or she was removed if the hearing officer determines that the removal was a violation of the requirements or that the student's behavior was a manifestation of his or her disability; or (2.) Order a change of placement for the student to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement is substantially likely to result in injury to the student or to others. These hearing procedures may be repeated and additional 45 day assignments may be made if the district believes that returning the student to the original placement is substantially likely to result in injury to the student or to others.

e. **Evidence Not Disclosed to the Other Party:** the LDOE requires the exclusion of evidence not disclosed to the other party 3 business days before the hearing, unless the parties agree otherwise.

f. **Notice of Legal or Relevant Services for Parents:** The District shall inform the parent of any free or low-cost legal and other relevant services available in the area if: (1) the parent requests the information; or (2) the parent or the agency files a request for due process hearing under this Section; (3) a parent who is not literate in English or has a disability that limits his or her ability to communicate in writing shall be afforded the opportunity for assistance.

5. For Students Not Yet Eligible for Special Education and Related Services: If a student has not been

determined eligible for special education and related services and violates a code of student conduct, but the District had knowledge before the behavior that brought about the disciplinary action that the student was a student with a disability, then the student may assert any of the protections described in this Section.

a. **When the District Has Knowledge of a Disability:** The District must be deemed to have knowledge that a student is a student with a disability if, before the behavior that brought about the disciplinary action occurred: (1.) the parent or guardian expressed concern in writing that their child is in need of special education and related services to supervisory or administrative personnel of the appropriate educational agency, or to the child's teacher; or (2.) the parent or guardian requested an evaluation related to eligibility for special education and related services under the IDEA; or (3.) the child's teacher or other District personnel expressed specific concerns about a pattern of behavior demonstrated by the child directly to the district's director of special education or to other supervisory personnel of the District.

b. **When the District Does Not Have Knowledge of Disability:** The District would not be deemed to have such knowledge if: (1.)The parent or guardian did not allow an evaluation of their child or refused special education services; or signed off on an official revocation of consent form; or (2.) the child has been evaluated and determined not to be a student with a disability under the IDEA.

   If prior to taking disciplinary measures against a student, the District does not have knowledge that the student is a student with a disability, the student may be subjected to the disciplinary measures that are applied to students without disabilities who engaged in comparable behaviors.

   However, if a request is made for an evaluation of the student during the time period in which the student is subjected to disciplinary measures, the evaluation must be conducted in an expedited manner. Until the evaluation is completed, the student remains in the educational placement determined by school authorities, which can include suspension or expulsion without educational services. If the student is determined to be a student with a disability, taking into consideration information from the evaluation conducted by the district and information provided by the parent or guardian, the District shall provide special education and related services in accordance with the IDEA.

6. **Students only Covered by Section 504 of the Rehabilitation Act of 1973.** Section 504 applies to qualified students with a disability.

   a. **Students Covered by Section 504**, Under Section 504, a student with a disability is defined as a person who: (1) has a physical or mental impairment that substantially limits a major life activity; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. See 34 C.F.R. § 104.3(j). A qualified student with a disability is a person with a disability and who is any of the following: (1) at an age at which students without disabilities are provided elementary and secondary educational services; (2) at an age at which State law requires schools to provide elementary and secondary educational services to students with disabilities; or (3) a child entitled to FAPE under the IDEA. 34

C.F.R. § 104.3(l)(2).

b. Manifestation Review: Like students with disabilities under IDEA, students only covered by Section 504 may not be suspended or expelled for more than ten (10) school days cumulatively in a school year for misconduct that is a manifestation of the student's disability. If the school system is considering a change in placement for a Section 504-eligible student and/or if the student is being recommended for suspension or expulsion that will exceed ten (10) days in a given school year, the School District must convene a group of knowledgeable individuals to conduct a re-evaluation and manifestation determination (MDR) to decide whether the misconduct at issue is a manifestation of the student's disability. This MDR must also include an examination of whether the school's failure to implement the student's 504 plan, and/or included behavioral support, caused the misconduct at issue.

If the student's misconduct is determined to be a manifestation of his/her disability, the student's 504 Team shall meet to consider a functional behavioral assessment (FBA) and interventions to address the behavior. Unless the 504 Team, including the parent, agree to a change of placement due to misconduct, the student should be returned to his/her regular educational placement.

If the student's misconduct is determined not to be a manifestation of his/her disability, the student may be disciplined like a student without a disability, except that the student must continue to have access to the general curriculum and other services identified in the student's Section 504 Plan and must receive behavioral intervention services and modifications to address the behavior. Appropriate placement and services during the period of suspension and/or expulsion will be determined by the student's Section 504 Team.

E. SUSPENSION/EXPULSION REGULATIONS

In an effort to support the on-time graduation of students who are suspended, expelled, or at high risk for dropping out or entry into the juvenile justice system, academic, behavioral, and mental health interventions must be provided.

1. Expulsions

In-school Expulsion: Removal of the student from the regular school campus to an alternative setting or program within the District (including, for students 18 years and under, placement in JCEP) for a specified length of time longer than ten school days, and no interruption of instructional/educational services occurs. The student remains under the supervision of the District's personnel. Students participating in in-school suspension shall receive credit for work performed during the in-school suspension.

Out of School Expulsion: Removal of the student from all regular school settings for a period of not less than one school semester. A school semester is defined as not less than ninety days. Students with disabilities who are expelled shall be offered an alternative form of education in which they may continue to earn grades.

Alternative Placement: State law requires the District to provide alternative placement for expulsions (except for certain severe offenses) in which case the student is required to attend school at the alternative placement site. Any student assigned to alternative placement as a result of an expulsion is required to attend school at the alternative placement site and, if the student refuses or otherwise fails to attend, will be considered truant and receive unexcused absences.

Due Process: Upon the recommendation by a principal for the expulsion of any student as authorized by the Code of Conduct, a hearing shall be conducted by the superintendent or his designee within fifteen school days to determine the facts of the case and make a finding of whether or not the student is guilty of conduct warranting a recommendation of expulsion. The school board shall provide written notice of the hearing to the student and his parent or legal guardian, and such notice shall advise the student and his parent or legal guardian of their rights. Upon the conclusion of the hearing and upon a finding that the student is guilty of conduct warranting expulsion, the superintendent or his designee shall determine whether such student shall be expelled from the school system or if other corrective or disciplinary action shall be taken. Until such hearing takes place, the student shall remain suspended from the school with access to classwork and the opportunity to earn academic credit. A student who is expelled or suspended for longer than ten days shall be provided with academic instruction at an alternative setting in accordance with R.S. 17:416.2.

If the parent or legal guardian is not present for an expulsion 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.

If an administrator recommends expulsion for a student, a certified letter must be sent home to parents with the allegation and the date and time of expulsion hearing.

The student will not be compelled to testify against him/herself. He/she has the right to call witnesses and question witnesses. He/she may have anyone of his/her choosing to represent him/her at the hearing. He/she has the right to review all documentation. He/she will be given a chance to present his/her side of the story.

At the end of the hearing, he/she will be given the decision of the Superintendent or their Designee. Within five (5) days, he/she will receive the results of this hearing by mail.

Appeal: If he/she disagrees with the Superintendent's (Designee) decision, he/she may appeal to the St. Martin Parish School Board.

Parents may request, in writing to the St. Martin Parish School Board, that they review the findings of an Expulsion Hearing within five (5) days of notification. In the event that a parent or student appeals an expulsion decision to the School Board in a timely manner, prior to the beginning of the school board meeting at which such expulsion appeal hearing is to be conducted, the parent or student shall have the right to determine if the expulsion appeal hearing is conducted in a public or private session. The parent or student must notify the Superintendent of their preference. At the beginning of the student expulsion appeal hearing before the school board, the Superintendent or a designee who decided the student's expulsion was appropriate, shall describe the nature of the case, the evidence presented in the hearing, and the basis for the decision to expel the student. Following this explanation, the parent, student or representative shall be given a period of no more than fifteen (15) minutes in which to state reasons why the expulsion decision should be reversed or modified. The Superintendent or a designee and/or the school administrator who recommended the expulsion shall then be given fifteen minutes (15) to respond to the comments made by the parent, student, or representative. If executive session is requested, the board shall excuse the parties from the room and deliberate the case privately. No witnesses will be allowed to testify during the expulsion appeal hearing before the board, but the student will be allowed to address the board if desired, within the

time allotted for the student, parent, or representative. The decision of the Board will be based on the evidence presented in the expulsion hearing. The final decision shall be voted on in a public session.

If the St. Martin Parish School Board upholds the decision of the Superintendent, he/she may appeal to the district court within ten (10) school days.

2. **Suspensions**

In-school suspension: means removing a student from his/her normal classroom setting but maintaining him/her 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.

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.

Due Process: A principal or his/her **designee** shall send (by a student or mail to the parent/guardian) a letter of suspension each time a student has been suspended. In addition, an attempt should be made to contact the parent/guardian by telephone. Such an attempt shall be logged on the Louisiana Department of Education's School Behavior Report and in JCampus. Suspension shall begin at the end of the school day, except in cases in which a student's behavior prohibits his/her remaining on campus. A student may not attend, nor participate in, any school activity/function while suspended out of school/expelled, including but not limited to prom, graduation activities and ceremonies, athletic practices, games and/or any school event A student placed in an alternative school or an alternative education program shall attend and participate in such school, program, or education services.

Students must know what conduct is appropriate and what is forbidden. Therefore, the rules and regulations of the School Board governing students' conduct shall be distributed to students and posted in a conspicuous place.

In discipline cases, the principal or designee shall:

- Make every reasonable effort to investigate all aspects of the discipline problem.
- Advise the student in question of the particular misconduct and the basis of the accusation.
- Provide the student an opportunity to explain (in writing or through dictation) his/her version of the situation.
- Immediately remove from the school premises, without benefits of the above procedures, any student whose continued presence in the school poses an ongoing threat or disruption to the academic process. Necessary procedures shall follow as soon as practical.
- Prior to suspension, notice of the suspension and the reasons thereof shall be given to the parents or guardians of student suspended if the student is under 18 years of age. Initial notification may be in person or via telephone. Prior to suspension, the student shall also be given an opportunity at that time to explain his version of the facts to the school principal or his designee
- A suspended student may be removed from classes, if necessary, and kept under supervision until the close of the school day or the arrival of the parent or guardian to pick up the student. In the event the student may cause a disruption in the orderly operation of school, he/she may be removed from the

school premises immediately and placed in the custody of the parent, guardian, next of kin, or police officer.

Appeal: The principal/designee shall mail a report of the suspension to the parent/guardian on the day of the suspension, if possible, but no later than two school (2) days following the decision to suspend. A copy should be placed in the school file. If the parent or guardian wishes to appeal the suspension, the parent/guardian, within five (5) school days after notification of the suspension, must submit a written request to the Superintendent or designee to review the matter; otherwise, the decision shall stand. While awaiting the Superintendent's decision in suspension appeal cases, the student shall remain suspended out of school; and upon review, if the Superintendent reverses the decision of the school administrator, the student's absences shall be voided.

Right to Receive Schoolwork: A student who is suspended for ten (10) days or fewer shall be assigned school work missed while he/she is suspended and shall receive full credit for such work if it is completed satisfactorily and timely as determined by the principal or his/her designee, upon the recommendation of the student's teacher. A student who is suspended for more than ten days, or is expelled and receives educational services at an alternative school site, shall be assigned work by a certified teacher and shall receive credit for school work if it is completed satisfactorily and timely as determined by the teacher. Such work shall be aligned with the curriculum used at the school from which the student was suspended or expelled.

Positive Behavior Center Alternative to Suspension

The Positive Behavior Center is a program that provides schools with an off- campus alternative to an out-of-school suspension. This program allows students to be counted present and receive academic instruction in lieu of being suspended out of school.

The program is located on the campus of Parks Middle School at 1010-A St. Louis Dr., St. Martinville, La. 70582.

The student's assigned school nurse (RN) will make the necessary accommodations for students who have health concerns that require medication. Students who are assigned to the program will be searched for any prohibited items by the home school prior to boarding the bus for transport.

Transportation is provided from the student's home school by a designated parish school bus. In the morning, students will depart from their home school at approximately 8:00 a.m. Students will be provided breakfast and lunch at the Positive Behavior Center. Students will depart from Parks Middle School and return to their home school by 3:00 p.m. in order to return home via their regularly scheduled transportation.

Juvenile Continuing Education Program (JCEP) Timeline:
Students assigned to JCEP will be assigned based on each grade band as follows:

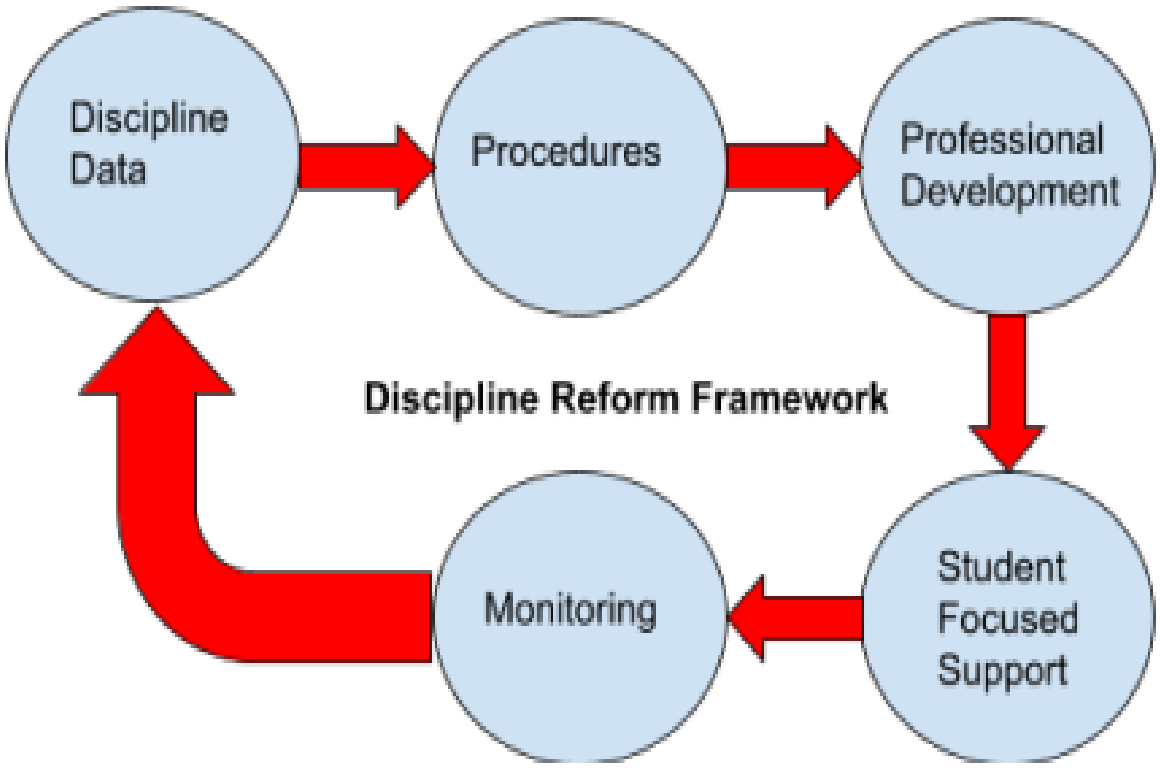
K – 2nd Grade – 3 week placement
3rd – 4th grade – 6 week placement 5th– 12th grade - 9 week placement

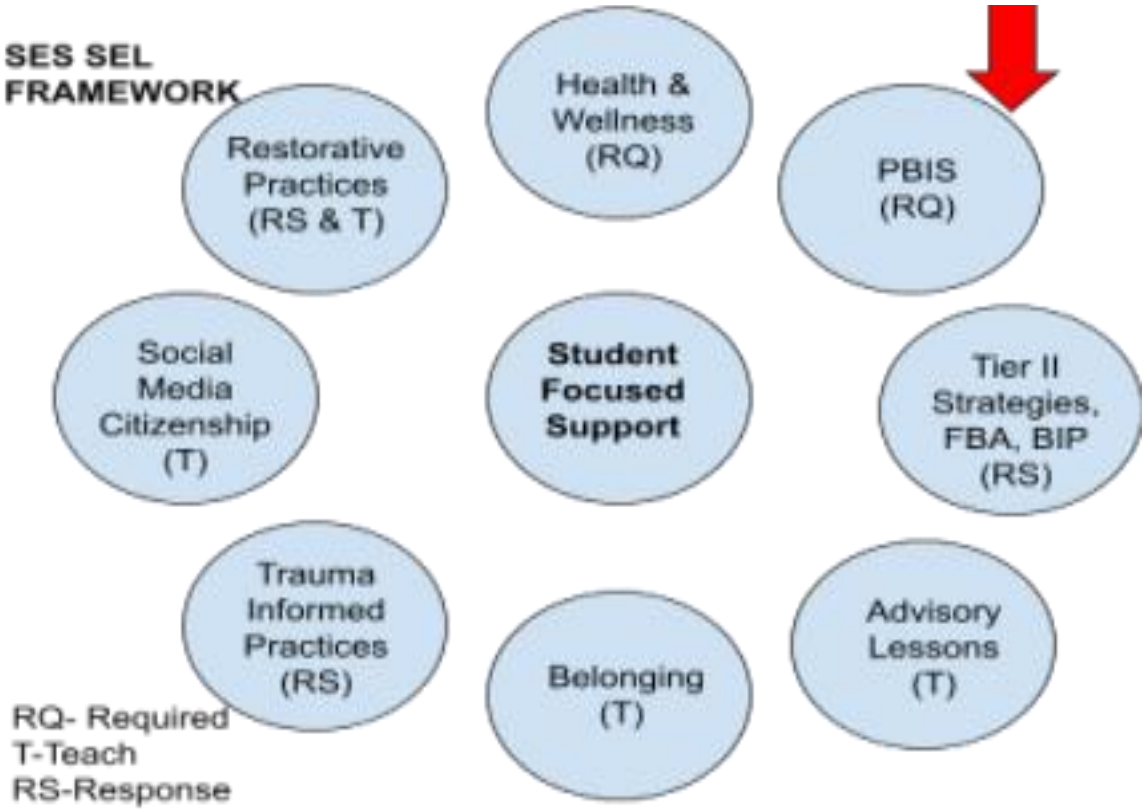
Students who violate any of the three major conduct violations: Drugs, Weapons, or Serious bodily injury will be assigned based on Louisiana Revised Statute 17:416.

Students in 6th – 12th grade who choose the JCEP Virtual assignment will be required to complete a minimum of 3 hours per day for the time assigned. If the student fails to meet these requirements, he/she will not be allowed to exit the program at the scheduled time.

F. STUDENT FOCUSED SUPPORT

The district has developed a Discipline Reform Framework that increases support for students. The Discipline Reform Framework supports the ongoing review of discipline data, and review of board and district procedures and policies for alignment with School Board and Superintendent expectations. The framework also expanded disciplinary and climate professional development opportunities for all staff that interact with students, added a Student Focused Support framework, and weekly monitoring of disciplinary incidents. Both frameworks are listed below.





Expanding Student Support

All students in SMPSD will attend schools and classrooms that are supportive environments and have strategies, programs, curricula, and time in the instructional week to meet the social emotional learning needs of all students. Expanded student focused support is necessary for students as the District emerges from a pandemic and the associated trauma students and staff may have experienced. Additionally, students will receive instruction intended to help them become effective social media citizens, an area school staff have identified as leading to increased conflict between students.

Students achieve the most academically when they are supported and educated in safe and supportive school environments. Every St. Martin Parish school will implement social emotional learning opportunities for students that includes three tiers of behavior support. Tier I support must include PBIS practices, advisory lessons, and health and wellness activities for all students to ensure students are being supported. Tier II support includes specialized support for students experiencing behavioral and emotional issues that may or may not impact their academic success. Tier III support may include all Tier I and II support plus referral to community based resources.

Each student that receives a referral or suspension must be considered for additional supports identified as Tier II or Tier III strategies. All students with two or more suspensions must be referred to the school's Student Support Team to ensure they receive the support needed to change their behavior.

The three tiers of behavior support are incorporated in the levels of behavior listed in the behavior matrix.

The behavior matrix is a representation of the types of support students should receive at all Tiers of support.

Expectations for In School Suspensions

The School Board prioritizes interventions and responses that keep students in their regular classes. When ISS is deemed an appropriate response, the district has four implementation strategies for ISS in every school:

1. Parents/caregivers/guardians will be notified that their child has violated a school rule and been assigned to ISS.
2. Students will be assigned to a location within the school and supervised by a staff member.
3. Classwork will be provided to students from their regular teachers in advance of student assignment to ISS.
4. Students will participate in conflict resolution strategies to process their behavior and prevent future misbehavior.

Improved documentation of Referrals and Suspensions

St. Martin School District is revising their process for documenting referrals. School staff will be trained to document behavior and their actions, so a log is made. Only in the event that a behavior has exceeded the type of infraction that should be handled in levels 1-2 by teachers or paraprofessionals, will an office referral to administration be made and required to be addressed by administrators.

New Conflict Diversion Program

SMPSD will implement a process for anonymous reporting of potential conflict between students. The goal of implementation will be to prevent fights and conflict when school administration is notified that a problem exists. The anonymous reporting will provide school administrators with an opportunity to address these potential conflicts before a fight occurs.

This process will align with social media citizenship because some conflict and fights begin on social media and in the community and are then brought to school. Students will also receive yearly social media citizenship training that includes the process for anonymous reporting of social media conflict, bullying, or other issues that may impact safety of the school or its students.

Conflict Resolution Strategies

The district will continue to use restorative practices with all students such as morning meeting, advisory, and class meetings. Students involved in school related fights and conflict will meet with school staff as one part of the consequences for the violation of school infractions. Part of the meeting will be to determine the underlying reason for the behavior and how SMPSD can work with students and parents to prevent this type of situation from re-occurring. Parents may contact the District's Child Welfare and Attendance office at (337) 332-2105 Ext. 2819 for more information about conflict resolution strategies and school-level contacts.

Definitions of Interventions

- **Verbal correction -** Brief verbal discussion about student behavior that should be changed.
- **Written reflection/apology -** Student written statement that denotes concern about their behavior and offers an apology.
- **Reminders/redirection -** Teacher led direction to re-engage in a lesson or activity.
- **Daily progress reports**- Daily written report about an individual student each day.
- **Teacher/Student conference** - Brief conversation about student behavior between teacher and student.
- **Loss of Privileges** - Prevention of participation in activities.
- **Remedial academic work assignment -** Makeup work assignment so students can catch up on missed assignments.
- **Parent/Guardian conferences -** Brief conversation about student behavior between teacher and parent.
- **Classroom-based restorative practices -** Practices that require students to reflect and discuss their actions, feelings, and impact on others, where appropriate.
- **Conflict resolution -** Strategy used by teachers to help students solve minor disagreements.
- **Teacher verbal or written reprimand -** Teacher correction of student based on the student's failure to follow classroom or school rules.
- **Recess detention w/ parental notice -** Loss of privilege to participate in some part of recess based on minor student misbehavior.
- **Detention –** A consequence that requires activities, assignments, or work held before the normal school day, after the normal school day, or on weekends.
- **Social skill development -** Implementation of social emotional learning lessons.
- **Parent conferences -** Telephone or in person meeting with parent/guardian to discuss student academic and behavioral concerns or progress.
- **Counselor or Social Worker referral (to utilize strategies such as: conflict resolution, social responsibility, family responsibility, and stress management) -** Documented request for social emotional support.
- **Behavioral Responses Requiring Administrative Approval -** Higher level consequences for student behavior to include In-School Suspension or Out-of-School Suspension.
- **Request for Functional Behavioral Assessment/Behavior Intervention Plan -** Request to develop a plan of support for students that need increased behavioral support. Requests are usually received by the School Building Level Committee.
- **Restitution-** Parents/students paying for the cost to repair or replace items damaged or destroyed beyond normal wear and tear and, occurring when students are in violation of the student code of conduct.
- **Referral to School Building Level Committee (SBLC) for evaluation -** School based team that receives referrals for various evaluations and requests for increased behavioral support.

- **Suspension from Bus (to be utilized only for safety infractions on bus, when appropriate) -** Loss of privilege to ride the school bus due to violation of the student code of conduct that occurred on the bus.
- **Intervention sessions -** Time during the school day when students may receive behavioral support by school staff based on a FBA or BIP.
- **Targeted incentives -** Activities, trinkets, or other inducements typically used in a token economy such as PBIS.
- **Parent communication plan -** Plan that details when and how school staff are to communicate with a parent about their student.
- **Point system -** Part of structure that rewards students by providing points for displaying appropriate school behavior.
- **Behavioral contract -** Detailed agreement between school and a student that the students will follow the student code of conduct, improve their attendance, and specifically prevent the behavior that led to initial disciplinary action occurring.
- **Check in check out (CICO) -** Process where a student must meet with a trusted adult each morning and afternoon to gauge how the students' day progressed.
- **Daily behavior form, etc. -** Information sheet about the students day that is completed by teachers, carried by students, and taken home at the end of the day to parents. Similar to a point sheet.
- **Alternative to Suspension Center (Positive Behavior Center assignment for less than 5 days) -** Assignment to a centralized District-based alternative to out of school suspension.
- **Out-of-School Suspension Short Term Suspension 1-5 days with or without alternative -** Removal from school for up to 5 days based on student behavior and their violation of the student code of conduct.
- **Administrator/Parent Conference -** Telephone or in person meeting to discuss student behavior, consequences, and next steps.
- **Short Term Out-of-School Suspension 6-9 days with or without alternative placement -** Removal from school for up to 6-9 days based on student behavior and their violation of the student code of conduct.
- **Long-Term Suspension 11 days or more w/alternative placement-** Removal from school and placement at alternative school or on virtual learning.
- **Expulsion with alternative education including virtual learning -** Removal from school for one semester or more based on severity of incident and placement at JCEP.
- **Court Referral -** Referral to court for involvement and adjudication.
- **Law Enforcement referral -** Referral to school based or local law enforcement based on the severity of the incident.

G. Behavior Matrix and Possible Consequences

Level 1 Teacher Implemented Consequences (Must be Documented in J-Campus)

These responses are designed to teach appropriate behavior so that students are respectful and can learn and contribute to a safe environment. Teachers are encouraged to implement a variety of teaching and classroom management strategies. When appropriate, teachers may engage the student's support system to ensure successful learning and consistency of response, and change the conditions that contribute to the student's inappropriate or disruptive behavior.

These responses should be used in a graduated fashion, which means starting with the least severe behavioral response that is appropriate to address behavior. Upon further or for more severe violations, the behavioral responses may increase in severity as appropriate and in accordance with Louisiana law.

Required Procedures:

- **Teacher MUST document all interventions and consequences in the J-Campus Minor Behavior Log.**
- **Teacher MUST write a referral if student is assigned detention or PBIS Tier 1 interventions**

Behavioral Responses (from less to more intensity):

- Classroom-based PBIS Tier 1 Interventions (including the following)
  - verbal correction
  - written reflection/apology
  - reminders/redirection
  - daily progress reports
- Teacher/Student conference
- Loss of Privileges
- Remedial academic work assignment
- Parent/Guardian Conferences
- Classroom-based restorative practices
- Conflict resolution
- Teacher verbal or written reprimand
- Recess detention w/ parental notice
- Detention

Level 2 Teacher Implemented or Teacher referred to Administrator (If referred to Administrator, a referral must be entered into J-Campus; otherwise, MUST be documented within J-Campus)

These responses are designed to teach appropriate behavior so that students are respectful and can learn and contribute to a safe environment. Many of these responses engage the student's support system and are designed to alter conditions that contribute to the student's inappropriate or disruptive behavior. These responses aim to correct behavior by stressing its severity and acknowledging potential implications for future harm, while still keeping the student in school. A teacher referral for administrative support is required for any serious incident or other incident that may impact or implicate the health or well-being of students.

These responses should be used in a graduated fashion, which means starting with the least severe behavioral response that is appropriate to address behavior. Upon further or for more severe violations, the behavioral responses may increase in severity as appropriate and in accordance with Louisiana law.

Required Procedures:

- **Complete Louisiana Department of Education (LDE) Form A and file**
- **Refer to Principal or Designee**

Level II Behavioral Responses (from less to more intensity):

- Classroom-based PBIS Tier 1 Interventions (including the following)
  - verbal correction
  - written reflection/apology
  - reminders/redirection
  - daily progress reports
- Teacher/Student conference
- Teacher verbal or written reprimand
- Loss of Privileges
- Remedial academic work assignment
- Recess detention w/ parental notice
- Parent/Guardian Conferences
- PBIS Tier 2/3 Interventions (including the following)
  - social skill development
  - parent conferences
  - intervention sessions
  - targeted incentives
  - parent communication plan
  - point system
  - behavioral contract
  - check in check out (CICO)
  - daily behavior form, etc.
- Classroom-based restorative practices
- Conflict resolution
- Detention
- Counselor or Social Worker referral (to utilize strategies such as: conflict resolution, social responsibility, family responsibility, and stress management)

Behavioral Responses Requiring Administrative Approval

- Request for Functional Behavioral Assessment/Behavior Intervention Plan
- Restitution
- Referral to School Building Level Committee (SBLC) for evaluation
- Suspension from Bus (to be utilized *only* for safety infractions on bus, when appropriate)

Level 3 Administrator Implemented Consequences Max 1-5 Days OSS

These responses engage the student's support system to encourage successful learning and to alter conditions that contribute to the student's inappropriate or disruptive behavior. These responses aim to correct behavior by stressing its severity and acknowledging potential implications for future harm, while still keeping the student in school, as appropriate. These responses may involve in-school and out-of-school suspensions or in-school interventions. Such a removals should be limited as much as practicable without undermining its ability to adequately address the behavior and maintain school safety and order.

These responses should be used in a graduated fashion (with administrative support), which means starting with the least severe behavioral response that is appropriate to address behavior. Upon further or for more severe violations, the behavioral responses may increase in severity as appropriate and in accordance with Louisiana law.

Required Procedures:

- **Complete LDE Form A and file**
- **Discipline reports entered in J-Campus**

Level III Behavioral Responses (from less to more intensity):

- No action taken by administrator
- Classroom-based PBIS Tier 1 Interventions (including the following)
    - verbal correction
    - written reflection/apology
    - reminders/redirection
    - daily progress reports
- Teacher/Student conference
- Teacher verbal or written reprimand
- Loss of Privileges
- Remedial academic work assignment
- Recess detention w/ parental notice
- Parent/Guardian Conferences
- PBIS Tier 2/3 Interventions (including the following)
    - social skill development
    - parent conferences
    - intervention sessions
    - targeted incentives
    - parent communication plan
    - point system
    - behavioral contract
    - check in check out (CICO)
    - daily behavior form, etc.
- Classroom-based restorative practices
- Conflict resolution
- Detention
    - In school detention
    - After School detention
    - Saturday detention
- Counselor or Social Worker referral (to utilize strategies such as: conflict resolution, social responsibility, family responsibility, and stress management)
- Therapeutic Removal (Based on Threat/Behavior Assessment)

Behavioral Responses Requiring Administrative Approval

- Request for Functional Behavioral Assessment/Behavior Intervention Plan
- Restitution
- Referral to School Building Level Committee (SBLC) for evaluation
- Suspension from Bus (to be utilized *only* for safety infractions on bus, when appropriate)
- Referral to Administrator
- Administrator Conference

In-School Suspension (Intervention Room)

- In School Suspension 1-3 Days

Alternative to Suspension

- Alternative to Suspension Center (Positive Behavior Center assignment for less than 5 days)

Out-of-School Suspension

- Short Term Suspension 1-5 days with or without alternative placement

Level 4 Administrator implemented consequences, 6-9 day suspension, 10+ Day suspension, expulsion and assignment to JCEP

These responses address serious behavior while keeping the student in a school. When necessary, due to the nature of the behavior or potential implications for future harm, a student may be removed from the school environment. These responses promote safety of the school community by addressing self-destructive and dangerous behavior.

These responses should be used in a graduated fashion (with administrative support), which means starting with the least severe behavioral response that is appropriate to address behavior. Upon further or for more severe violations, the behavioral responses may increase in severity as appropriate and in accordance with Louisiana law.

Required Procedures:

- **Complete LDE Form A and file**
- **Discipline reports entered in J-Campus**

Behavioral Responses (from less to more intensity):

- **All Level 3 consequences**
- **School must implement or review existing Functional Behavioral Assessment (FBA) and/or Behavioral Intervention Plan**
- PBIS Tier 2/3 Interventions (including the following)
    - social skill development
    - parent conferences
    - intervention sessions
    - targeted incentives
    - parent communication plan
    - point system
    - behavioral contract
    - check in check out (CICO)
    - daily behavior form
- Restorative Practices/Conflict Resolution
- Administrator/Parent Conference
- Short Term Out-of-School Suspension 6-9 days with or without alternative placement
- Long-Term Suspension 11 days or more w/ alternative placement
- In School Expulsion and Assignment to JCEP

Level 5 Administrator implemented consequences of expulsion

This level removes a student from the school environment for an extended period of time because of the severity of the behavior and potential implications for future harm. Infractions in this level involve the placement of the student in a safe environment that provides additional structure and services. This response promotes the safety of the school community by addressing self-destructive, criminal, and/or dangerous behavior.

Required Procedures:

- **Complete LDE Form B and file immediate referral to principal**
- **Discipline reports entered in J-Campus**

Behavioral Response:

- All Level 4 consequences
- Expulsion with alternative education including virtual learning
- Court Referral
- Law Enforcement referral

Behavior Matrix

Level 1 Teacher Implemented Consequences and

Level 2 Teacher Directed or Teacher Referred Consequences

Staff shall use lowest consequence first, as long as it is appropriate to address the behavior.

For additional behaviors in the same school year, and as appropriate, the school should endeavor to address student behavior with a focus on evidence-based interventions and support and to prioritize classroom- and school-based interventions in lieu of out-of-school disciplinary removals. This does not prohibit the ability of school staff to issue higher appropriate consequences when required by Louisiana law, or with prior approval of the Child Welfare and Attendance office.

Behavior	Definitions/Example	Level 1	Level 2			
Academic Dishonesty	Cheating on homework, classwork, in-class or take-home test or plagiarism, fabrication, deception in the creation or presentation of any assignment or project	X	X			

Behavior	Definitions/Example	Level 1	Level 2
Dress/ appearance code violation	Violation of the dress or appearance code that cannot be immediately corrected, such as failing to wear the proper attire	X	X
Habitually tardy and/or absent/	reporting to school or class after the school day begins without permission; being absent, without proper excuse; Consequence imposed after 3rd tardy to school and/or upon accumulation of more than 3 tardies/absences.[9]	X	X
Violation of classroom rules	breaking any in-class rule set by the teacher	X	X
Willful disobedience	deliberate choice to break a rule or disobey a directive by a person in authority, such as refusing to stop talking when being told by a teacher to do so	X	X

[9] Please see the Attendance, Absences, Truancy & Withdrawal section of Student/Parent Handbook for more information about required parent notices and rules concerning excused and unexcused absences.

Level 1 Teacher Implemented Consequences and
Level 2 Teacher Directed or Teacher Referred Consequences
Level 3 Administrator Implemented Consequences ISS or 1-9 Days OSS

Staff shall use lowest consequence first, as long as it is appropriate to address the behavior.

For additional behaviors in the same school year, and as appropriate, the school should endeavor to address student behavior with a focus on evidence-based interventions and support and to prioritize classroom- and school-based interventions in lieu of out-of-school disciplinary removals. This does not prohibit the ability of school staff to issue higher appropriate consequences when required by Louisiana law, or with prior approval of the Child Welfare and Attendance office.

Behavior	Definitions/Example	Level 1	Level 2	Level 3		
Bullying/ harassment (Principal Notified of all incidents so an investigation can take place)	making unwanted and repeated written, verbal, physical behaviors toward another person, such as threatening, insulting, or dehumanizing words or gestures;	X	X	X		
Conduct or habits injurious to others	act that is intentional but not meant to but does harm another, such as throwing an object that, even though it was not meant to, hits another person, and injures him	X	X	X		
Disrespect to authority	act that shows disregard for or interferes with a person in authority, such as talking back ,mocking, making rude gestures toward a teacher, walking away from authority when being spoken to	X	X	X		

Level 2 Teacher Directed or Teacher Referred Consequence
Level 3 Administrator Implemented Consequences ISS or 1-9 Days OSS
Level 4 Administrator implemented consequences up to 10+ Days expulsion and assignment to JCEP

Staff shall use lowest consequence first, as long as it is appropriate to address the behavior.

For additional behaviors in the same school year, and as appropriate, the school should endeavor to address student behavior with a focus on evidence-based interventions and support and to prioritize classroom- and school-based interventions in lieu of out-of-school disciplinary removals. This does not prohibit the ability of school staff to issue higher appropriate consequences when required by Louisiana law, or with prior approval of the Child Welfare and Attendance office.

Behavior	Definitions/Example		Level 2	Level 3	Level 4	
Academic Dishonesty (Notify administrator)	Cheating on standardized testing or breaching security of standardized testing.		X	X	X	
Any other offense	Any serious, harmful incident or act that disrupts the educational process that is not covered by any other behavior or rule or is not specifically identified in the behavior charts		X	X	X	
Arson	intentionally causing damage by any explosive substance or setting fire to any property without consent of the owner		X	X	X	

Behavior	Definitions/Example		Level 2	Level 3	Level 4	
Assault and/or battery	any aggressive act toward another person, may involve threats and/or other acts that put another person in fear of actual harm and/or actual unwanted physical contact, such as pushing, shoving, hitting with hand, body or object		X	X	X	
Cuts, defaces, injures any public school building; vandalism	causing damage, destruction or other harm to property belonging to the school or to another person		X	X	X	
Failing to complete assigned consequence	intentional failure to complete consequence assigned by an authority, such as refusing to complete work or to serve all of consequence (detention, suspension, etc.) assigned by an authority because of misconduct		X	X		
False report against authority	making a false report, either in writing or orally, against a school staff member or other person with supervisory authority when it was known to be untrue at the time		X	X		

Behavior	Definitions/Example		Level 2	Level 3	Level 4	
False report against another student	making a false report, either in writing or orally, against another student when it was known to be untrue at the time		X	X		
Forgery of parent/ guardian signature	signing of parent/guardian's name on excuses, daily papers, test, reports, or other documents for which parental signature is required (except TYPE A)		X	X		
Gambling	playing a game of chance with or without wager of money or property, such as card games or dice or any activity involving betting		X	X		
Immoral or vicious practices	isolated act that is unwelcome, comment that is hurtful, degrading, humiliating or offensive with a sexual, physical, or racial component; act that is dangerous, aggressive, or disturbing and not conforming to acceptable standards		X	X		

Behavior	Definitions/Example		Level 2	Level 3	Level 4	
Misuse of internet/violation of electronic-technology policy	using school computer or accessing unauthorized website without permission, such as pornography site,· using electronic devices, such as cell phones, iPad, iPod/MP-3 players, etc.;		X	X	X	
Obscene behaviors/ possession of obscene material	engaging in behavior of a sexual nature, including consensual sexual activity; possession or creation of sexual images in any form, such as images downloaded and/or printed from computer, book, magazine, phone, drawing, etc.		X	X	X	
Profane and/or obscene language	speaking words or writing obscene use of written or spoken words and/or drawings that are offensive, indecent, swearing, cursing, or vulgar and/or name-calling or using gestures that suggest the same,- use of the "f" word or any variation or other such extreme obscenities		X	X	X	

Behavior	Definitions/Example		Level 2	Level 3	Level 4	
Instigates or participates in fight	starts or joins in a physical altercation with 1 or more others,- starting or participating in a fight and/or fights involving 3 or more persons may result in more severe consequences[10]		X	X	X	
Possession or use of medication other than as prescribed or authorized	possession (including storing in belongings, locker, etc.), use, intent to distribute or distribution of any over-the-counter or prescribed medication or look-alike medication, without permission of parent/guardian and/or authorization from school official		X	X	X	
Possession of a blade less than 2½"	possession of any blade less than 2½ ", including pocket knife, box cutter or any other blade[11]			X	X	

[10] District staff will continue to use conflict resolution and/or restorative practices, as appropriate, with all students such as morning meeting, advisory, and class meetings. Students involved in school related fights and conflict will meet with school staff as one part of the consequences for the violation of this infraction. Part of the meeting will be to determine the underlying reason for the behavior and how SMPSD can work with students and parents to prevent this type of situation from re-occurring.

[11] At a minimum, a student with a knife of any length must be placed in in-school suspension. This does not apply to a student carrying or possessing a knife for purposes of involvement in a school class or course or school-approved cocurricular or extracurricular activity or any other activity approved by the appropriate school officials. See, "Weapons Policy" below.

Behavior	Definitions/Example		Level 2	Level 3	Level 4	
Public indecency	exposing private body parts in view of another person (Title IX coordinator must be notified)		X	X	X	
Stealing	taking and/or possessing another person 's property without their permission		X	X	X	
Sexual harassment	intimidation, bullying, forcing of an action of a sexual nature that is unwelcomed (no consent) (Title IX coordinator must be notified)			X	X	

Behavior	Definitions/Example		Level 2	Level 3	Level 4	
Throws items liable to injure others	throws toward a person any object that is either heavy, sharp or otherwise perceived to be harmful or throws with such velocity and force that the object would cause physical harm if it hits another person or cause a fight or disturbance; considered an "other weapon" offense; if the act actually causes injury to another person, the consequence may be more severe			X	X	
Trespassing	coming on any school property during the school day without permission, includes while on suspension or expulsion		X	X	X	
Use or possession of tobacco or lighter	any use, possession, purchase, concealment, intent to distribute, distribution or sale of any type of tobacco product (cigarette, chewing tobacco, vapes, wax pens etc.) or lighter;		X	X	X	

Behavior	Definitions/Example		Level 2	Level 3	Level 4	
Violates traffic/safety regulations	breaks any law or school rules pertaining to the obstruction or flow of traffic and/or safety;		X	X		
Burglary	unauthorized entry into any school property (building, vehicle, etc.) with intent to commit a felony or any theft from the property			X	X	
Forgery[12]	forging another person's signature on official documents, including school checks, purchase orders, reports, etc.			X	X	

[12] Expulsion is not allowed for this infraction unless the behavior jeopardized the safety of students and staff.

Level 3 Teacher Implemented Consequences

Level 4 Administrator implemented consequences up to 10+ Days expulsion and assignment to JCEP

Level 5 Administrators implemented consequences expulsion

Staff shall use lowest consequence first, as long as it is appropriate to address the behavior.

For additional behaviors in the same school year, and as appropriate, the school should endeavor to address student behavior with a focus on evidence-based interventions and support and to prioritize classroom- and school-based interventions in lieu of out-of-school disciplinary removals. This does not prohibit the ability of school staff to issue higher appropriate consequences when required by Louisiana law, or with prior approval of the Child Welfare and Attendance office.

Behavior	Definitions/Example			Level 3	Level 4	Level 5
Criminal damages to property	intentionally causing damage by any means (except fire or explosion) to any property that requires a report to law enforcement			X	X	X
Making a false alarm	initiating a warning of fire or other catastrophe without valid cause,- misuse of 911; making or assisting in the making of a bomb threat,- discharging a fire extinguisher without cause			X	X	X
Taking property with violence (Robbery) from another person	taking something of any value from another person using force, intimidation (such as threats or bullying) or weapons of any kind			X	X	X

Level 4 Administrator implemented consequences up to 10+ Days expulsion and assignment to JCEP

Level 5 Administrator implemented consequences expulsion

Staff shall use lowest consequence first, as long as it is appropriate to address the behavior.

For additional behaviors in the same school year, and as appropriate, the school should endeavor to address student behavior with a focus on evidence-based interventions and support and to prioritize classroom- and school-based interventions in lieu of out-of-school disciplinary removals. This does not prohibit the ability of school staff to issue higher appropriate consequences when required by Louisiana law, or with prior approval of the Child Welfare and Attendance office.

Behavior	Definitions/Example				Level 4	Level 5
Causes serious bodily injury*	taking any action that causes an injury to another person and involves a substantial risk of death, extreme physical pain, obvious disfigurement or loss or impairment of any part of a person's body or faculty (such as sight, hearing)				X	X
Discharge or use of a weapon prohibited by federal law*	discharging/shooting or otherwise using a weapon, as defined by federal law (see possession above);					X
Kidnapping*	intentional forced taking of another person from 1 place to another without consent				X	X
Killing of another person*	any killing of another human being, regardless of the legal degree					X

Behavior	Definitions/Example		Level 2	Level 3	Level 4	
Possession of body armor*	possession (including storing in belongings, locker, etc.) or wearing any type gear that protects from attack by another person (Note about Kevlar backpack)				X	X
Possession of firearm, knife, other implement that may be used as a weapon	possession of a firearm (other than those prohibited by federal law), knife, any blade 2.5" or more includes any look-alike object that can place a person in reasonable fear of serious harm; may be carried on a student's person or held in belongings, locker or other storage space;[13]				X	X
Possession of firearm, as defined by state and federal law	possession or concealment of any weapon designed to expel a projectile by action of an explosive, as defined by federal law;[14]					X

[13] **Knives -** The principal shall immediately suspend a student who is found carrying a knife with a blade exceeding two and one-half inches in length. Principal must also recommend the student's expulsion. However, in the case of a student less than eleven years of age in pre-kindergarten through grade five who is found carrying or possessing a knife which exceeds two and one-half inches in length, the principal or designee may but shall not be required to recommend the student's expulsion. This does not apply to a student carrying or possessing a knife for purposes of involvement in a school class or course or school-approved cocurricular or extracurricular activity or any other activity approved by the appropriate school officials.

Refer to "Weapons Policy" for additional disciplinary requirements concerning knives and firearms.

[14] Firearms – Louisiana law defines a "firearm" as 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(a)

Behavior	Definitions/Example		Level 2	Level 3	Level 4	
Rape or sexual assault and/or battery*	any forced attempt to have sexual contact with another person or any actual sexual act with another person by force and/or without					X
Use or possession of controlled dangerous substances	any use, possession, purchase, concealment, intent to distribute, distribution or sale of any drug, narcotic, controlled substance or paraphernalia linked to such items. This includes the altering of a vape, Juul/Wax Pen or any similar items.[15]				X	X
Use or possession of alcohol	any use, possession, purchase, concealment, intent to distribute, distribution or sale of any type of alcoholic product (beer, liquor, anything containing or purporting to contain alcoholic content, etc.);				X	X

from which a shot or projectile is discharged by an explosive. Under federal law, a "firearm" is generally defined as any weapon that will be, or is designed to or may readily be, converted to expel a projectile by the action of an explosive or other propellant. The full federal definition is listed at 18 U.S.C., Section 921(a). See, "Weapons Policy" below.

[15] Students found in possession 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:

- *Students in kindergarten through grade five*, shall be referred to the School Board with a recommendation by the Superintendent.
- *Any student who is under 16 years of age and in grades six through twelve*, will be expelled from school for a minimum period of two complete school semesters.
- *Any student 16 years of age or older*, will be expelled from school for a minimum of a period of four complete school semesters.

Level 1-5
Cyberbullying

School Administration must be notified of each incident of cyberbullying

Staff shall use lowest consequence first, as long as it is appropriate to address the behavior.

For additional behaviors in the same school year, and as appropriate, the school should endeavor to address student behavior with a focus on evidence-based interventions and support and to prioritize classroom- and school-based interventions in lieu of out-of-school disciplinary removals. This does not prohibit the ability of school staff to issue higher appropriate consequences when required by Louisiana law, or with prior approval of the Child Welfare and Attendance office.

Behavior	Definitions/Example	Level 1	Level 2	Level 3	Level 4	Level 5
Cyber-bullying/ harassment (Principal Notified of all incidents so an investigation can take place)	Making unwanted and repeated communications which are threatening, insulting or dehumanizing by any form of technology, such as social media (Facebook, Twitter, etc.), texting, or emails. School intervention may occur if school equipment is used to commit cyberbullying, disruption to the school community occurs, on a bus stop, or district vehicle, or cyberbullying happens at school sponsored events.	X	X	X	X	X

H. TRANSPORTATION: RULES FOR CONDUCT ON SCHOOL BUS

In accordance with La. R.S. 17:158, the St. Martin Parish School Board shall provide free transportation for any student who attends a school of suitable grade approved by the State Board of Elementary and Secondary Education if the student resides more than one mile from such school, and the school is within the jurisdictional boundaries of the parish or city school board.

For the purpose of administration, the distance shall be determined as extending from the student's driveway or entrance to the nearest public road, to the walking entrance of the school building. (The distance shall be measured by the most direct route and may be along roads and walkways.)

No person other than assigned students and authorized persons approved by the local Transportation Supervisor or other authorized school official are allowed to board the bus.

RULES FOR SCHOOL BUS RIDERS

A school bus with undisciplined passengers is a hazardous bus. The misbehavior of the students can lead to accidents. The driver must concentrate on the driving task at hand and cannot be expected to constantly discipline the students while the bus is in motion. Therefore, for the safe operation of the school bus, students should be aware that the school bus is an extension of the school. The same rules, rewards, and consequences apply in both settings.

VIDEO CAMERAS ARE UTILIZED ON SCHOOL BUSES TO MONITOR

I. LOSS OF ACTIVITY PRIVILEGES

Pupils may be suspended from participation in or being present at school extracurricular activities. Only the principal or person designated by the principal may suspend a pupil from participation in extracurricular activities. When under out-of-school suspension from school, a pupil shall not participate in or be present at any school activities sponsored by the school.

Nothing in this policy is intended to limit a teacher's authority to require a pupil to leave a particular extracurricular activity when the teacher has evidence that the pupil's behavior has been in violation of Board policies or school rules regarding pupil conduct. A report of misconduct and the action taken by the teacher shall be given to the appropriate school administrator at the earliest possible opportunity, preferably not later than the beginning of the next school day. If notification is made to law enforcement authorities, the parents shall be advised by the principal.

J. SUSPENSION OF STUDENT DRIVER'S LICENSE

Students, between the ages of 15 years and 18 years of age, expelled or assigned to the alternative school for 10 or more consecutive school days in accordance with the Board policy for infractions involving the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a

firearm, or an infraction involving assault or battery on a member of the school faculty or staff shall be referred for revocation of the student's driver's license. Written notice of the school's disciplinary action shall be forwarded from the school principal to the Department of Public Safety and Corrections.

K. LONG TERM LOSS OF PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

No students in grades 7-12 inclusively, shall be allowed to participate in any school sponsored extracurricular activity in the event such student is arrested for:

- **i. A violation of any provision of the Louisiana Uniform Controlled Dangerous Substances Act;**
- **ii. Any grade of theft or burglary; or**
- **iii. Criminal mischief or criminal damage to property wherein destruction or injury to property is in excess of $100.00.**

Furthermore, no student assigned to any alternative disciplinary setting, such as JCEP, shall be permitted to participate in extracurricular activities that are school sponsored. The prohibition against participation in extracurricular activities set forth herein shall be for the duration of the student's time at JCEP, commencing with notification by the student's principal, the superintendent, or his/her designee. Students who are assigned to an alternative setting twice in the same school year shall not be allowed to participate in extracurricular activities upon their return from JCEP - through the end of the school year.

Students who violate any of the four major conduct violations: Drugs infractions, Weapons infractions, Causes Serious Bodily Injury, or school threats[16] will not be allowed to participate in extracurricular activities for a minimum of nine months. If the student's time at JCEP is longer than nine months, the student would not be able to participate until they return to their home campus.

For the purpose of this policy, the term "extracurricular activities" shall include, but not be limited to, athletics, band, speech, quiz bowl, cheerleading, boosters, 4-H, prom, and related programs, and any other event that may require off-campus activities. This ban does not include participation in graduation ceremonies for seniors who successfully complete their assignment in the alternative setting.

Nothing herein shall prohibit a sponsor or coach of an extracurricular activity from imposing additional rules, regulations, or restrictions as prerequisites for participation in the event or activity which he or she coaches or sponsor.

[16] School Threats include the infraction of "Making a False Alarm" and other threats of violence or threats of terrorism defined by La. RS 17:409.2-409.3. "Threat of terrorism" means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any crime of violence that would reasonably cause any student, teacher, principal, or school employee to be in sustained fear for his safety, cause the evacuation of a building, or cause other serious disruption to the operation of a school. "Threat of violence" means communication, whether oral, visual, or written, including but not limited to electronic mail, letters, notes, social media posts, text messages, blogs, or posts on any social networking website, of any intent to kill, maim, or cause great bodily harm to a student, teacher, principal, or school employee on school property or at any school function.

L. SEARCH AND SEIZURE POLICIES

State law allows any teacher, principal, school resource officer, and administrator in any parish or city school system of the state to search any building, desk, locker, area or grounds for evidence that the law, a school rule, or parish or city school board policy has been violated. The teacher, principal, school resource officer, or administrator may search the person of a student or his personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a school board policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense.

Random searches with a metal detector of students or their personal effects may be conducted at any time, provided they are conducted without deliberate touching of the student. No teacher, principal, school resource officer, or administrator shall be held personally liable for any action authorized and performed in accordance with state law and the school board policy regarding searches and seizures.

Upon the seizure by any public school teacher, principal, school resource officer, or administrator of any firearm, bomb, knife, or other implement which can be used as a weapon and the careless use of which might inflict harm or injury or any controlled dangerous substance as defined in La. R.S. § 40:961(7), the principal or his/her designated administrator shall report the confiscation of such implement or material to the appropriate law enforcement officials. The principal or his/her designated administrator may report the confiscation of any other implement or material.

Any implement or material mentioned herein that has to be reported to law enforcement officials shall be retained and secured by the school principal in such a manner as to prevent the destruction, alteration, or disappearance of it until such time as the law enforcement authority either takes custody of the implement or material or provides notice to the school principal that it need no longer be retained. In the case that it need not be retained, the school principal shall comply with the School Board policy regarding disposal of the item.

The failure of any principal or designated administrator to report the confiscation of such implement or material or the failure to retain and secure such implement or material shall be reported by the law enforcement authority to the employing School Board which shall take disciplinary action pursuant to Board policy.

M. REGULATIONS FOR VIOLENT BEHAVIOR

When a physical confrontation occurs on campus, during extracurricular activities, on a school bus, on the way to and from school (La R.S. 17:416), or at a bus stop, a thorough investigation of the incident will occur. If it is determined **THAT A PHYSICAL FIGHT OCCURRED**, the administrator will take the following action:

1. **High School (9-12):**
    a. The law enforcement officials shall be contacted if deemed necessary. (If an arrest is made, an attempt will be made to contact a parent.)
    b. The student shall be suspended and may be recommended for expulsion.
    c. The student shall be required to return to school with a parent before being readmitted to class.

2. **Junior High (Grades 6-8):**
    a. The student shall be suspended and may be recommended for expulsion.
    b. The law enforcement officials may be called at the discretion of the administrator.
    c. The student shall be required to return to school with a parent before being readmitted to class.
3. **Elementary School (Grades PK-5):** The penalty will be at the discretion of the administrator, remaining in compliance with the ST. MARTIN PARISH SCHOOL BOARD Discipline Policy Handbook. Law enforcement officials may be called at the discretion of the administration.
4. **For all Grades:** Staff will utilize, as appropriate, conflict resolution and restorative justice strategies, such as morning meeting, advisory, and class meetings as one part of the consequences for violation of these infractions.

N. ACTIONS THAT RESULT IN NOTIFICATION AND INVOLVEMENT OF LAW ENFORCEMENT AUTHORITIES

1. Any student found guilty of being in possession of a firearm, bomb, explosive device, or other implement which can be used as a weapon and the careless use of which might inflict harm or injury or any controlled dangerous substance as defined by La. R.S. 40:961(7), on school property, on a bus or at a school sponsored activity.
2. Any administrator, teacher, counselor, bus operator, or other District employee who learns of a threat of violence or threat of terrorism, whether through oral communication, written communication, or electronic communication must immediately report the threat to local law enforcement. La. RS § 17:409.2-409.3.
3. Any student involved with a bomb or explosive device threat or facsimile.
4. Any case involving any student engaging in any actions that may result in the assault of a school employee or student.
4. Any student leaving campus without permission.
5. Theft (at the discretion of the principal).
6. Any other situation where, in the judgment of the principal, a potentially dangerous situation exists which requires the assistance of law enforcement authorities.

O. PHYSICAL CONTROL OF STUDENTS

When a school employee reasonably perceives a student is escalating to the point at which physical confrontation is imminent, the employee is expected to orally diffuse the situation, if at all possible. When verbal diffusing is not successful, the employee is authorized to utilize reasonable and necessary force in the following non-exclusive situations:

1. When the student is at a point of no return psychologically and the outcome is unpredictable.
2. When the student presents a state of mind that leads the employee to conclude that a severe disruption can reasonably be foreseen.
3. When the student appears to the employee to pose a risk of injury to himself or others or to flee from the scene to an unprotected area in an emotional

outburst with an unpredictable outcome. The SRO has the discretion to utilize mechanical restraint. (ex. Handcuffs).

P. STUDENT DISCIPLINARY RECORDS

Student records are defined to be all official records, files, and data directly related to that student, specifically including but not necessarily limited to identifying data, academic work completed, level of achievement (grades, standardized test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

Maintenance of Discipline Records

1. Pupil discipline records will be maintained on the parish computer system. This includes both minor and major disciplinary infractions.
2. Serious infractions, which include in-school and out-of-school suspensions as well as recommendations for expulsions, are maintained in hard copy by the school with copies to the Superintendent and Supervisor of Child Welfare and Attendance.
3. Disciplinary records are not to be filed in the student's cumulative folder. Such records are maintained by the principal, Supervisor of Child Welfare and Superintendent.

4. **POLICE INVOLVEMENT**

In any circumstance in which the person authorizing the inspection has reason to believe that any of the following conditions are present, a police officer's presence and assistance during the inspection may be sought or the search authority may be delegated directly to the police:

a. The person authorized to perform the inspection might be in any type of physical danger while so performing it;
b. The nature of the item sought is such (as in the case of drugs, weapons, bombs) that the police officer would be more readily able to make and identification of the item;
c. There is a facially valid search warrant for such a search;
d. The police officer's presence will enhance the safety of the student body; or
e. Due to personnel allocations, the presence of the police officer is at the convenience of the school.

If information which gives rise to the inspection is provided by the police department and the school has a valid interest in performing an inspection in order to maintain the normal order and discipline of the school, the police officer may be invited to participate, but such invitation to participate shall not be required of the authorizing official. It is to be clearly understood by all who act pursuant to this rule that no officer shall, as a matter of right, have the authority to demand to make a search absent a facially valid search warrant or exigent circumstances recognized as allowing a warrantless search.

5. **OTHER EMERGENCY**

Regardless of any provision in this rule, nothing in this rule shall prevent any person from taking such action as may be reasonably deemed necessary or desirable in the face of a threat to life or property, and any item discovered during the course of such action shall be actionable as thought it had been discovered during the course of an authorized inspection.

Q. SUBSTANCE ABUSE/TOBACCO/VAPING POLICY

Philosophy

The St. Martin Parish School System recognizes that the use of alcohol and other drugs and the problems associated with their use are becoming increasingly commonplace in our society and among youth. Therefore, not only because state law mandates but also because it is in the best interest of the community; the St. Martin Parish School Board directs that steps be taken to promote, enhance, and maintain an alcohol/drug free school system and student body. Along with parents and other segments of the community, the School Board has a role to play in helping students remain alcohol/drug free.

As a result of La. R.S. § 17:404(B)(1), relative to alcohol, drug, and substance abuse programs for students, the St. Martin Parish School System will implement the State Board of Elementary and Secondary Education programs such that every student in grades kindergarten through nine is involved for a minimum of sixteen contact hour every school year and in grades 10-12 a minimum of eight contact hours every school year. The required minimum contact hours will be incorporated into a comprehensive school health program.

If appropriate, the school may exercise the authority granted by La. R.S. 40:1098.1 et seq. relative to alcoholism and addiction counseling and treatment for alcohol and drug abuse for minor children.

According to La. R.S. § 14:403.1, all school employees are required by law to report students who are in possession of, under the influence of, manufacturing, distributing, or possession with intent to distribute alcoholic beverages, over-the-counter medication, controlled dangerous substances, or any mood-altering chemicals. Any person who makes a report in good faith pursuant to substance abuse will have immunity from civil liability that otherwise might be incurred. La. R.S. § 17:416.3 (A), (C),(D), and (E) as explained in the **Search and Seizure Policy** also mandates the school system report such confiscation of such material to the appropriate law enforcement officials.

Policy and Procedures

Through the efforts of the school-based Student Assistance Teams (SAT) and the parish-wide Safe & Drug Free Schools & Communities Program, the St. Martin Parish Public School System intends to cooperate with all segments of the community in making the means of assistance available to all those individuals who develop alcohol or other drug-related problems. It is mandatory that school personnel report students suspected of substance abuse in our schools in accordance with the following policy and procedures: The possession, use, delivery, transfer or sale of alcoholic beverages, over-the-counter medication, controlled dangerous substances, prescription drugs, or any mood-altering chemicals by students while on school premises, school buses, or under school supervision, is expressly forbidden.

1. When the principal or designee has reasonable cause to believe that a student has possessed, actually or constructively, manufactured, distributed, possessed with intent to distribute, used, delivered, transferred, sold, or is under the influence of alcoholic beverages, controlled dangerous substances, prescription drugs, or any mood-altering chemicals on school grounds, a school bus, or at a school sponsored activity in which the student is engaged either as a participant or a spectator, the student will immediately be suspended indefinitely pending a hearing for expulsion. Said expulsion hearing will be conducted within a reasonable time following said infraction. Constructive possession shall be defined as possession whereby a student has dominion and control over the contraband; i.e., possession in locker, vehicle or other area to which student has access.

   The following procedures shall be followed:
   a. The student will be accorded due process rights as set forth in this policy.
   b. The parish safe and drug free school coordinator shall be immediately notified of the facts.
   c. The student's parent or guardian will be contacted as soon as reasonably possible under the circumstances and informed of the facts.
   d. The appropriate law enforcement officials will be notified. Therefore, this reporting requirement shall be in addition to the mandatory reports to law enforcement officials required by Louisiana law, including but not limited to La. R.S. 14:403.1.

   If evidence presented by the principal or designee is sufficient, the student will be expelled. The student will be eligible to attend an alternative program, if one is available, with the exception of distribution or the intent to distribute controlled dangerous substances. Before a student is admitted into an alternative program the student and parent/legal guardian must agree to the following:
   a. The student must undergo a no-cost assessment/evaluation by a St. Martin Parish School Board approved assessment evaluation agency.
   b. The student must participate in a four-hour drug/refusal education program and the parent/legal guardian must participate in a two-hour drug/refusal education program presented by the School Board Safe and Drug Free Education Prevention Program. Substance abuse counseling/ education by a certified counselor may be substituted for classes if proof is shown.

2. When a principal or designee, following a search initiated because a reasonable belief existed that the student was in possession of or distributed over-the-counter medication on school grounds, a school bus, or at a school sponsored activity in which the student is engaged as a participant or a spectator, and the search, as conducted under these conditions and in conformity with School Board policy in fact revealed that the student was indeed in possession of said over-the-counter medication, the parish safe and drug free education coordinator shall be immediately notified of the facts and the following shall apply:

a. The student will be suspended for a minimum of one to three days to a maximum of nine days with a recommendation for expulsion.
b. The student must participate in a four-hour drug/refusal education activity and the parent/guardian must participate in a two-hour drug/refusal education activity presented by the School Board Safe and Drug Free Education Prevention Program.

3. When a principal or designee, following a search initiated because a reasonable belief existed that the student was in possession of drug paraphernalia, i.e., rolling paper, roach clips, stones, bongs, etc., on school grounds, a school bus, or at a school sponsored activity in which the student is engaged as a participant or a spectator, and the search, as conducted under these conditions and in conformity with School Board policy in fact revealed that the student was indeed in possession of said paraphernalia, the parish safe and drug free education coordinator shall be immediately notified of the facts and the following shall apply:
   a. The student will be suspended for a maximum of three days.
   b. The student must participate in a four-hour drug/refusal education activity and the parent/guardian must participate in a two-hour drug/refusal education activity presented by the School Board Safe and Drug Free Education Prevention Program.

4. When a principal or designee has reasonable cause to believe, and after verifying same, discovers that a student is in possession of or distributing any facsimile of alcohol, over-the-counter medication, controlled dangerous substance, or any mood-altering chemicals on school grounds, on a school bus, or at a school sponsored activity in which the student is engaged as participant or a spectator, the parish safe and drug free education coordinator will be immediately notified of the facts and the following shall apply:
   a. Nine day suspension with recommendation for expulsion.
   b. Attend a four-hour drug/refusal education program. The parent/guardian must attend a two-hour drug/refusal education activity presented by the School Board Safe and Drug Free Education Prevention Program.

5. When a principal or designee has reasonable cause to believe, and after verifying same, discovers that a student is in possession of or using tobacco/vaping products while on school grounds, on a school bus, or at a school sponsored activity in which the student is engaged as a participant or a spectator, the following will apply:
   a. First Offense – the student may be suspended for a maximum of 3 days and will be mandated to attend a two-hour anti-tobacco clinic sponsored by the school board safe and drug free education program.
   b. Second Offense - The student will be suspended for 5 days and will be mandated to attend a two-hour anti-tobacco clinic sponsored by the school board safe and drug free education program.
   c. Third Offense - The student shall be suspended for 9 days with a

recommendation for expulsion.

R. CELL PHONES AND OTHER ELECTRONIC DEVICES, VIDEOS/SOCIAL MEDIA POSTING
Electronic devices used to notify an individual of a phone call or message, are not allowed in a student's possession, in backpacks or lockers. Cell phones and similar electronic devices are prohibited for all students in grades pre-Kindergarten through grade 12. Meta glasses, are also prohibited. By definition meta glasses utilize a combination of hardware and software to provide features like hands-free calling and messaging, media capture, and integration with Meta AI. Students are prohibited from recording or posting any footage while on campus, a school bus or school sponsored activity.

When a principal or designee has reasonable cause to believe, and after verifying the same, discovers that a student is using or operating any electronic telecommunications device while on school grounds or on a school bus in violation of school board policy, that student shall be subject to disciplinary action.

The following consequences may be issued:

6. First Offense - Remove the device, call parent and device may be released to parent or held with parent permission (2 days out of school suspension)
7. Second Offense - Remove the device, call parent (mandatory parent meeting) and device may be released to parent or held with parent permission (3 days out of school suspension)
8. Third Offense - Remove the device, call parent and device may be released to parent (Student can be recommended for expulsion if safety of students or staff has been jeopardized)

Depending on the nature of the incident, a student can be recommended for expulsion on the first offense, if the safety of students and staff has been put in jeopardy.

S. WEAPONS POLICY

The possession or use of a weapon or look-alike weapon of any kind is prohibited. The possession or use of such shall include, but not be limited to any rifle or gun (loaded or unloaded, spring or air propelled, operable or inoperable), switchblade knife, hunting knife, star knife, pocket knife, razor, nunchuck, brass knuckles, spiked glove, spiked wristband, pepper spray or similar agents, etc.

Any student who is found carrying or possessing a knife with a blade of any length may be suspended, and at a minimum will receive in-school suspension. *Any student who is found carrying or possessing a knife with a blade which equals or exceeds 2 and one half inches in length* shall be immediately suspended. For a knife exceeding 2 and a one half inches, a student shall be recommended for expulsion except in the case of a student less than 11 years of age AND in pre-kindergarten through grade 5. The principal may, but is not required to, recommend the student's expulsion in this case. The required discipline described in this section will not apply to a student carrying or possessing a knife for purposes of involvement in a school class or course or school-approved cocurricular or extracurricular activity or any other activity approved by the appropriate

school officials.

Any student in kindergarten through grade five and who is found guilty pursuant to a hearing of being in possession of a firearm on school property, on a school bus, or in actual possession at a school-sponsored event will be expelled for a minimum period of two complete school semesters and shall be referred to the district attorney for appropriate action.

Any student who is under the age sixteen years and in grades six through twelve and who is found guilty pursuant to a hearing of being in possession of a firearm on school property, on a school bus, or in actual possession at a school-sponsored event will be expelled from school for a minimum period of four complete school semesters and will be referred to the district attorney for appropriate action.

Any student who is sixteen years of age or older and who is found guilty pursuant to a hearing of being in possession of a firearm on school property, on a school bus, or in actual possession at a school sponsored event will be expelled from school for a minimum period of four complete school semesters and will be referred to the district attorney for appropriate action.

T. PUBLIC DISPLAYS OF AFFECTION

Public displays of affection including but not limited to kissing, hands in pockets, sitting on laps, and intimate embracing is considered inappropriate behavior on school property and during school sponsored activities.

U. GENERAL/RANDOM METAL DETECTOR SEARCH POLICY

1. RATIONALE

The La. R.S. 14:95 and La. R.S. 17:416 prohibits the possession or carrying of weapons (firearms, knives or other implements or instruments which can be used as weapons) on school board property or at a school-sponsored activity. The unauthorized possession of electronic telecommunication devices or facsimile system on school board property or school-sponsored events is also prohibited by La. R.S. 17:239.

In light of such incidences nationwide and in furtherance of the law, and in order to provide a safer environment for students and employees, the St. Martin Parish School Board authorizes random and/or general searches with a hand-held or stationary metal detector of school board property, of students and non-students and any bags, parcels, purses, containers, and so forth, that they bring on to school board property or to school-sponsored activities. Such searches shall also be permitted when there is reasonable suspicion by school personnel that such person has any weapon, illegal drugs, alcohol, stolen goods or other materials or objects; the possession of which is in violation of school policy.

2. IMPLEMENTATION

a. NOTIFICATION

1) Annual Written Notification: At the start of each school year, parents and students shall receive written notification of the school district's policy to conduct unannounced searches of students and non-students

on school board property and at school-sponsored events throughout the remainder of the school year. Once said notices have been disseminated, these unannounced search procedures shall be implemented on a system-wide basis.

2) Posted Notices: Signs shall be posted outside entrances to school board facilities, on school buses, and at entrances to school-sponsored events to serve as notice to students and non-students that they are subject to a search with a metal detector or by other means, as a condition of entry, and that by the fact of their entry, they shall be deemed to have freely and voluntarily consented to such search of their persons and/or possessions for weapons, prohibited telecommunication devices or facsimile system, or other contraband.

b. REFUSAL TO COOPERATE WITH THE SEARCH

1) Refusal by non-students: Refusal by non-students to cooperate fully with a search shall result in their removal from school board property or school-sponsored activities.

2) Refusal by students: Students on school board property or at school-sponsored activity who refuse to cooperate fully with a search shall be suspended for "willful disobedience" as provided for in the school district's discipline policy handbook.

c. SUPERVISION: Student and non-student searches utilizing a metal detector shall be conducted only by the principal, assistant principal, parish-wide safe and drug free schools coordinator and/or appointed law enforcement personnel.

d. GENERAL SEARCHES: General searches shall be defined as the use of metal detectors to search all students who are present at school on the day of the search.

e. RANDOM SEARCHES: Random searches shall involve a search done with an identifiable group of students. Prior to the conduct of any random search, authorized school personnel shall determine the method of selecting subjects to be used for the search, e.g. every student in every third classroom, every fifth student/non-employee entering a building, a bus load of students, an entire class of students, students who eat lunch during a given lunch period, etc. Once determined, the selection procedure will be consistently applied throughout the conduct of that particular search. The parish-wide safe and drug free schools coordinator will be notified prior to the initiation of any random search. The principal will keep a record of all random searches.

f. PROCEDURES

1) Metal Detectors: When metal detectors are used, selected subjects shall be asked to remove all metal objects from their pockets and place the items on a designated tray or surface, along with any bags, parcels, or other containers being carried. The metal detector shall be passed over the subject's side, front and back and over his/her purse/book bag. If the detector activates on a subject, the authorized school official conducting the search shall request that any remaining metal objects be removed. The subject shall be searched with the metal detector once again. If the

detector no longer activates, the search shall be concluded.

2) Personal Searches: Should the metal detector continue to activate, the subject shall be searched in the school office by authorized school personnel (of the same sex whenever possible), in the presence of at least one other school board employee. The object causing the metal detector to activate shall be removed and the individual searched with the metal detector again. The search shall continue until the metal detector ceases to activate. Nothing shall be construed to afford a student an expectation of privacy, which would not otherwise exist. Personal searches shall not be malicious or willfully and deliberately intended to harass, embarrass, or intimidate the individual.

3) Media/Photographs: The media shall not be present during scanning activities nor shall pictures be taken of students who are being scanned.

g. DISPOSITION OF SUBJECT'S PROPERTY

1) Return of Property: All property removed from the subject that is not prohibited by board policy, local, state and federal law, or school rules, shall be returned to the subject upon completion of the search.

2) Discovery of Contraband: Should a subject be found in the possession of contraband (such as weapons, illegal drugs, alcohol, telecommunication devices, or other prohibited objects), the person conducting the search shall notify the principal/designee, who shall in turn immediately notify police, the child welfare and attendance officer and/or the safe and drug free schools coordinator and the subject's parent(s) if the subject is a student. Whenever feasible, the image of the contraband (guns should not be handled) shall be duplicated on a copier, the contraband should then be placed in a sealed container in a secure location. The law enforcement agent shall take custody of all weapons, other prohibited objects, and illegal drugs, and a receipt shall be obtained, and illegal drugs, and a receipt shall be obtained. Written documentation will be made of the incident, and the student given due process procedures.

h. CALIBRATION: Each detector shall be maintained and calibrated in accordance with the manufacturer's directions. If the device is adjustable to differing levels of sensitivity the choice of adjustment shall be within the discretion of the operator.

i. NO OBLIGATION TO USE: Nothing in this policy requires that use of a metal detector, even if readily available, in preference to any other type of search.

V. CANINE SEARCH POLICY

RATIONALE: In furtherance of the law, and in order to provide a drug-free environment for students and employees, the St. Martin Parish School Board shall authorize searches of school board property and automobiles parked on school property using the services of canines whose reliability and accuracy for sniffing out contraband has been established.

IMPLEMENTATION

1. Annual Written Notification: At the start of each school year, parents and

students shall receive written notification of the school district's policy via student handbook to conduct unannounced canine searches of school board property during the school year. Once said notices have been disseminated, these unannounced search procedures shall be implemented on a system-wide basis.

2. Procedures: The school principal, assistant principal, parish safe and drug free schools and communities coordinator and/or the child welfare and attendance office shall request the services of a trained canine and handler from the appropriate law enforcement agency. The handler and the trained canine may also make unannounced periodic visits to the school but must obtain permission from the principal and/or assistant principal before activating a search. At the designated time, an announcement will be made over the intercom that all students must remain inside the classroom until further notice. The office must be notified in the case of an emergency and an escort will be provided for students with health/restroom emergencies, etc. Any student leaving the classroom is to be reported to the office immediately. The canine will be allowed to proceed throughout the property in the company of a qualified and authorized handler, an administrator, and a custodian/plant manager with lock cutters (where needed). The administrator will also have a list of assigned lockers. In the event the dog alerts at a locker, the student will be contacted and escorted to the locker. He/she will be directed to open the locker. In the event that a locker is unassigned, the lock will be cut. Canines shall not be used to search students.
3. Refusal to Cooperate with the Search: A student who refuses to cooperate fully with a search shall be suspended for "willful disobedience" as provided for in the school district's discipline policy.

W. AUTOMOBILE/VEHICLE SEARCH POLICY

Any student choosing to use the school parking facility to park their automobile/vehicle, whether or not those vehicles are student owned, may be searched by school administrators and law enforcement personnel working with such school administrators. Such search may be conducted without warrant for any reasonable purpose. Search of the automobile/vehicle includes all compartments and components thereof. Once a search begins, the person in control of the automobile/vehicle will not be permitted to remove it from the premises during the reasonable duration of the year.

The following sign shall be posted at the entrances to the parking lots.

W A R N I N G
VEHICLES SUBJECT TO SEARCH

Any vehicle entering this area is
subject to search by school authorities
and law enforcement personnel working

with them. Such search may be conducted without a warrant for any reasonable purpose.

Search of the vehicle includes all compartments and components thereof. Once search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.

X. SEIZED CONTRABAND POLICY

Any items confiscated by school administrators shall be held by the administrator until disposed of in the appropriate manner.

1. Any illegal weapons, drugs, medication or drug paraphernalia shall be turned over to the Supervisor of Child Welfare and Attendance or law enforcement officials and shall be considered forfeit.
2. Confiscated cell phones, beepers and telecommunication devices shall be turned over to the parent/guardian.
3. All other belongings confiscated, unless involved in a crime, may be retrieved from the school administrator by a parent or guardian.

Y. OFF CAMPUS CONTROL POLICY

All disciplinary action normally available with regard to a student for violation of school rules or other clear misconduct on-campus shall be available for any activity away from campus, whether or not school is in session when such activity occurs, if such off-campus activity may be reasonably interpreted to threaten the ability of the school system to maintain a safe, orderly and disciplined educational atmosphere. This policy is not limited to school sponsored and school related events.

When it is brought to the attention of the school system that a student has engaged in such conduct off-campus, the superintendent of the parish and/or principal of the school which the student attends shall conduct such investigation as the superintendent and/or principal feels is necessary and proper under circumstances and may initiate disciplinary action, up to and including suspension or expulsion, in the same fashion as if the action had occurred on campus. In conducting such an investigation, the superintendent and/or principal or his/her representative may cooperate with law enforcement authorities.

By way of illustration, but not by way of limitation, the following actions shall be the subject of disciplinary and action under this section:

1. Any use or threat of use of a firearm or other dangerous implement against another person by a student.
2. Any fighting off campus as an extension of an on-campus situation or relationship.
3. Any threat against an employee of the school system purposely calculated to cause fear or which the person issuing the threat should know will result in fear.
4. Intimidation of or threat of violence against any student, teacher, or other person by a student known to the school or known to local law enforcement agencies to

be a member of a gang whose activities are not permitted on campus.

5. Any illegal sale or distribution of controlled dangerous substances or facsimile thereof off campus to any person. The term "controlled substances" shall be defined by the Louisiana Criminal Code.
6. The commission of any act, which, if committed by an adult, would constitute a felony under state or federal law. School action with regard to such matter shall be independent and arrest, indictment, trial, conviction or acquittal in the criminal or juvenile courts shall not be determination of the action necessary for the school to maintain a safe, orderly and disciplined educational environment.

Z. FEES AND FINES DUES FOR LOST OR DESTROYED TEXTBOOKS AND ANY OTHER SCHOOL PROPERTY

Students are required to pay full price for textbooks and library books, which are lost or damaged beyond use. The School Board also requires students to pay for any other school property damaged as a result of student misconduct.

AA. SUICIDE/HOMICIDE THREAT POLICY

When a principal, assistant principal, school counselor and/or social worker has reasonable cause to believe that a student is suicidal and/or homicidal the following procedures shall be followed:

7. The Health Center Social Worker/Counselor shall be contacted immediately. *(If not available and/or time does not permit, the principal or his/her designee shall proceed with the following steps.)*
8. The parent/legal guardian shall be contacted immediately.
9. The student shall be put on "suicide" or "homicide watch" immediately (Student is to be under observation at all times).
10. A parent conference or contact shall take place.
11. The student shall be released directly to the parent, guardian or the parent's designee. *The student should not be allowed to ride the bus or walk home.*
12. An assessment will be required before the student is allowed to return back to school stating, "The child has been assessed and is able to return to school." If the assessment is not done within five (5) school days, the Office of Community Services must be notified by the principal or his/her designee.

BB. DISCIPLINE COMPLAINT PROCESS

In addition to the due process procedures described in this policy, parents may also submit complaints to the District regarding the administration of student discipline. These complaints will be handled according to the Student Complaints and Grievances policy of the Board, which is contained in the Appendix. Questions about this process may be submitted to the Child Welfare and Attendance Supervisor at (337) 332-2105 Ext. 2819 or kevin_bonhomme@saintmartinschools.org.

APPENDIX

FILE: JCE
Cf: GAAA, GAE, KG

STUDENT COMPLAINTS AND GRIEVANCES

The St. Martin Parish School Board, recognizing that problems may arise in schools, shall require student concerns, complaints or grievances to be registered with the school principal or designee. If concerns of students cannot be resolved informally, a written complaint shall be initiated, dated and signed by the complainant, and submitted to the principal.

For the discussion and consideration of the grievance, any student or group of students should request in writing a meeting time and place of the school principal. One faculty member or other designated representative may be present at such meeting. Such time and place will be designated immediately upon receipt of the written request.

If a grievance is not satisfactorily resolved after meeting with the principal, a student or group of students shall follow the procedures outlined in policy *GAE, Non-Title IX Complaints and Grievances*, for further consideration of their grievance.

St. Martin Parish School Board