

WEST CARROLL PARISH SCHOOL BOARD

Discipline Plan

DISCIPLINE PHILOSOPHY OF THE WEST CARROLL PARISH SCHOOL BOARD

The West Carroll Parish School Board accepts its obligation to provide every student with the opportunity to achieve self-improvement to the maximum degree of his/her ability. The Board acknowledges that a fair but firm disciplinary policy, applied in a nondiscriminatory manner, is necessary to reach this goal by providing an orderly educational environment. The Board recognizes the importance of parental involvement and encourages parental support of their students in both academic and behavioral aspects of their school experience.

INTRODUCTION

The State of Louisiana grants a right to a public education so that young people can prepare themselves to take their place in society. Attending school is an opportunity for students to learn not only academic subject-matter but also how to work cooperatively in an orderly, well-disciplined environment. Both of these - knowledge of academics and acceptable standards of conduct - are necessary for a student to build a firm foundation for the future.

This Handbook is designed to be a student's guide during this important time of life. The Handbook is intended to help the student understand his/her responsibility to conduct himself/herself in accordance with acceptable standards and to notify the student of procedures that will be followed in the event those standards are not followed.

The Progressive Discipline Plan is based upon and is consistent with state and federal law. As state and federal law change, the Board must change the Plan accordingly; however, while every effort is made to keep the Handbook current, situations may arise which will need further clarification or modification due to such changes in the law. Parents and students may contact the school principal or Superintendent's office (see above) for additional information, if necessary.

Inquiries concerning the application of this policy may be referred to the Parish School Superintendent:

West Carroll Parish School Board
314 East Main Street
Oak Grove, LA 71263
(318) 428-2378

NONDISCRIMINATION NOTICE

The West Carroll Parish School Board does not discriminate on the basis of race, color, national origin, sex, religion, disability or otherwise and prohibits the application of its Progressive Discipline Plan in a discriminatory manner.

STATEMENT OF COMPLIANCE

All students and parents/guardians shall be provided with a copy of this Handbook. Each student in grades 4-12 and each parent/ guardian of a student in all grades, shall annually sign a *Statement of Compliance* which will include acknowledgment of receipt of the Handbook and agreements to attend school regularly, arrive at school on time, complete homework, follow school and classroom rules, and, for parents, to attend all required parent/teacher/principal conferences. Failure by a student and/or parent/ guardian to sign the statement may result in disciplinary action.

STUDENT ORIENTATION

All students shall receive an orientation on the discipline plan within the first 5 days of the school year or of initial enrollment. The orientation shall be age, grade, and otherwise appropriate and shall include all aspects of the discipline plan, particularly nondiscrimination, bullying and similar prohibited conduct, and possible consequences including the possibility of driver's license suspension, criminal consequences, and the contents of the Teacher Bill of Rights.

FACULTY AND STAFF TRAINING

All District personnel who may impose discipline shall receive annual training on the Plan. Periodic updates and training of faculty and staff may also be provided, as necessary and appropriate.

WEST CARROLL PARISH PROGRESSIVE DISCIPLINE PLAN

The West Carroll Parish School Board is empowered by state law to regulate student conduct in order to provide a safe, nondisruptive school environment. No student has the right to interrupt learning, make others feel unsafe, or otherwise disrupt the educational process or related activities. This discipline plan was developed to address disruptive conduct in an fair manner with the goal of creating and maintaining a safe, nondisruptive educational environment.

This policy applies to students while on school grounds, at school-sponsored activities, while coming to or going from school, while coming to or going from a school-sponsored activity, and while a passenger of school-provided transportation. This policy may also apply to students who engage in conduct which substantially disrupts the educational process, regardless of the students' location.

PBIS: Positive Behavior Intervention and Support

The School Board has adopted the Positive Behavior Intervention and Support ("PBIS") model as the basis for all discipline in the District. The PBIS program provides positive behavior support in conjunction with the Progressive Discipline Plan. The goal of the PBIS program is to assure that students and staff know what kind of behavior is acceptable and what kind is prohibited in an orderly society; to reinforce students' good behavior by giving rewards, incentives and other positive support; and to intervene according to the Discipline Plan when students exhibit unacceptable behavior. Further information concerning PBIS can be obtained from the Superintendent's office or from www.pbisworld.com or www.pbis.org.

Student Code of Conduct

All students have the responsibility to be conduct themselves in a well-behaved manner while attending school or any school activity and to conduct themselves at all times in an appropriate manner which does not have or pose the likelihood of disrupting the school's educational process. While at school, at a school-sponsored activity, going to or from school, or in any other circumstance while he/she is under the authority of school personnel, every student has the responsibility to comply with the directions of principals, teachers, or other authorized personnel or supervisors and to otherwise conduct himself/herself in accordance with the School Board, school, and/or classroom rules. This code of conduct extends to acts by the student which may not be committed on school grounds or at a school activity but nevertheless poses or presents a substantial disruption to the school. Every student shall be held strictly accountable for any disorderly conduct by any teacher or other school employee in accordance with the Plan.

Prohibited Conduct and Possible Consequences

Any conduct that disrupts the educational process of the school is subject to disciplinary action. It is impossible for a discipline plan to cover every possible situation that may arise. Therefore, every person involved in the disciplinary process - including students, parents, and personnel - is responsible for exercising common sense and moral judgments as well as for understanding that some misconduct may not be specifically referenced in this Plan but may nevertheless be subject to discipline.

Prohibited conduct includes, but may not be limited to, the examples of behaviors provided in the charts below. Some examples include a definition and/or a range of specific acts that may fall within a certain behavior; however, none of these examples, definitions, or ranges are inclusive of all types of conduct that may be deemed such behavior. Students must use common sense and, if any question exists as to whether a certain behavior is prohibited, students should ask a teacher or principal to clarify. Some references are included to School Board policy which provide more detailed information on the identified behavior.

Please note that some behaviors may be included in multiple levels. Where a behavior in a list is labeled with a "Type", a different degree of that behavior will be found in a lesser and/or greater level of behavior.

All District personnel responses to prohibited behaviors shall be handled within PBIS protocol and shall proceed to disciplinary action accordingly. Disciplinary action for such conduct may include, but not be limited to, the consequences as set out below. Disciplinary action is not required to be taken in any particular order within the type. The disciplining authority may exercise reasonable discretionary judgment and base the disciplinary action on the nature and severity of the behavior.

TYPE A BEHAVIORS											
<u>Teacher Action:</u> Complete LDE Form A and file PBIS Tier 1 responses	<p style="text-align: center;">Possible Consequences - Step 1</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Student conference</td> <td style="width: 33%;">Parent/Guardian conference</td> </tr> <tr> <td>Counselor referral</td> <td>Principal conference</td> </tr> <tr> <td>Loss of privileges</td> <td>Recess detention</td> </tr> <tr> <td>Remedial work</td> <td>Detention</td> </tr> <tr> <td>Corporal punishment [Policy JDA]</td> <td>Reprimand</td> </tr> </table>	Student conference	Parent/Guardian conference	Counselor referral	Principal conference	Loss of privileges	Recess detention	Remedial work	Detention	Corporal punishment [Policy JDA]	Reprimand
Student conference	Parent/Guardian conference										
Counselor referral	Principal conference										
Loss of privileges	Recess detention										
Remedial work	Detention										
Corporal punishment [Policy JDA]	Reprimand										
Behavior	Definition/Example										
Violation of classroom rules	<i>breaking any in-class rule set by the teacher</i>										
Willful disobedience	<i>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</i>										
Disrespect to authority	<i>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</i>										
Profane and/or obscene language/ TYPE A	<i>speaking words that are offensive, indecent, swearing, cursing, or vulgar and/or name-calling or using gestures that suggest the same</i>										
Profane and/or obscene writing or drawings/TYPE A	<i>writing words or drawing images that are indecent, offensive, swearing, cursing, or vulgar and/or name-calling, including writings/drawings such as graffiti, notes, letters, posters, computer-generated graphics</i>										
Conduct or habits injurious to others	<i>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</i>										
Leaving class without permission	<i>leaving a class or other assigned area (such as cafeteria, assembly, etc.) without permission of authority</i>										
Stealing/TYPE A	<i>taking and/or possessing another person's property without his permission - low value and/or individual circumstances determines Type A or higher infraction</i>										
Forgery of parent/guardian signature/ TYPE A	<i>signing of parent/guardian's name on daily papers, tests, and other such regular class items</i>										
Gambling/TYPE A	<i>playing a game of chance without wagering money or property, such as card games, dice, etc.</i>										

Dress/appearance code violation/ TYPE A	<i>minor violation of code, such as untucked shirt; see Policy JCDB</i>
Academic dishonesty/TYPE A	<i>cheating on homework, classwork, in-class or take-home test</i>
Failing to complete assigned consequence/TYPE A	<i>intentional failure to complete consequence assigned by an authority, such as refusing to complete work or to serve all of consequence (detention, etc.) assigned by an authority as a result of misconduct</i>
Misuse of internet/violation of electronic-technology policy/TYPE A	<i>using school computer or accessing website without permission; possessing electronic devices, such as cell phones, iPad, iPod/MP-3 players, etc.; see Policy IFBGA, JCDAE</i>
False report against another student	<i>making a false report, either in writing or orally, against another student when it was known to be untrue at the time</i>
Other offense	<i>any act that interferes with orderly process of a class or other school activity that is not covered by any other behavior or rule or is not specifically identified in the behavior charts; TYPE A depends on the severity of the misconduct</i>

TYPE B BEHAVIORS	
Teacher Action: Complete LDE Form A and file Refer to Principal PBIS Tiers 2 and 3 responses Discipline reports entered in JPAMS	Possible Consequences - Step 2 Student conference Counselor referral Time-out Loss of privileges Corporal punishment [Policy JDA] Short-term suspension [1-10 days, with or without alternative placement] Long-term suspension [11 days or more, with alternative placement] Parent/Guardian conference Administrator conference Reprimand Suspension from bus
Behavior	Definition/Examples
Repeated Type A behaviors	repeating conduct prohibited under TYPE A behavior chart
Making unfounded charge against authority	<i>accusing, without evidence, school staff member(s) of an unlawful act, violation of school rules/policy or making other false statement that harm their reputation, demean them or deter others from associating with them</i>
Profane and/or obscene language/ TYPE B	<i>excessive 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</i>
Immoral or vicious practices	<i>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</i>
Disturbs school/habitually violates any rule/TYPE B	<i>any behavior that causes major disruption of instruction or activities; repeatedly violating any rule, including sustained loud talking, yelling, screaming, making noise with materials/objects and/or out-of-seat behaviors</i>

Cuts, defaces, injures any public school building; vandalism	<i>causing damage, destruction or other harm to property belonging to the school or to another person</i>
Violates traffic/safety regulations	<i>breaks any law or school rules pertaining to the obstruction or flow of traffic and/or safety; see Policy JCFE</i>
Leaves class and/or school grounds without permission and/or fails to return to class/school	<i>leaves class or assigned location (cafeteria, gym, assembly, etc.) with or without permission and fails to return; leaves school grounds without permission and/or, with or without permission, fails to return</i>
Habitually tardy and/or absent (3 rd tardy/absence).TYPE B	<i>reporting to class after the period begins without permission; being absent, without proper excuse; consequence imposed upon 3rd act</i>
Stealing/TYPE B	<i>taking and/or possession another person's property, without his permission - high value and/or individual circumstances determines TYPE B or lower infraction</i>
Forgery of parent/guardian signature/TYPE B	<i>signing of parent/guardian's name on excuses, reports or other documents for which parental signature is required (except TYPE A)</i>
Gambling/TYPE B	<i>playing a game of chance with wager of money or property, such as card games or dice or any activity involving betting</i>
Dress/appearance code violation/TYPE B	<i>violation of the dress or appearance code that cannot be immediately corrected, such as failing to wear the proper attire or presenting with prohibited hairstyles or body ornamentation; ID violation; see Policy JCDB</i>
Academic dishonesty/TYPE B	<i>cheating on standardized testing or plagiarism, fabrication, deception in the creation or presentation of any assignment or project</i>
Trespassing/TYPE B	<i>coming on any school property during the school day without permission, includes while on suspension or expulsion</i>
Failure to serve assigned consequence/TYPE B	<i>intentional failure to attend any consequence assigned by an authority as a result of misconduct, such as detention, suspension, alternative placement, etc.</i>
Misuse of internet/violation of electronic-technology policy/TYPE B	<i>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.; see Policy IFBGA, JCDAE</i>
False report against authority	<i>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</i>
Any other offense/TYPE B	<i>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; TYPE B depends on the severity of the misconduct</i>

TYPE C BEHAVIORS	
Teacher Action: Complete LDE Form B and file Immediate referral to Principal Discipline reports entered in JPAMS	Possible Consequences - Step 3 Parent/Guardian conference Parental notification Short-term suspension [1-10 days, with or without alternative placement] Long-term suspension [11 days or more, with alternative placement] Expulsion [with or without alternative placement, based on infraction] <div style="float: right; text-align: right;"> Suspension from bus Expulsion from bus </div>
Behavior	Definition/Example
Repeated TYPE A or B behaviors	<i>repeating suspensions for repeating TYPE A behaviors or repeating behaviors prohibited under TYPE B behavior chart</i>
Use or possession of controlled dangerous substances	<i>any use, possession, purchase, concealment, intent to distribute, distribution or sale of any drug, narcotic, controlled substance or paraphernalia linked to such items</i>
Use or possession of tobacco or lighter	<i>any use, possession, purchase, concealment, intent to distribute, distribution or sale of any type of tobacco product (cigarette, chewing tobacco, etc.) or lighter; see Policy JCDAA</i>
Use or possession of alcohol	<i>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.); see Policy JCDAB</i>
Possession of weapon, as defined by federal law	<i>possession or concealment of any weapon designed to expel a projectile by action of an explosive, as defined by federal law; see Policy JCDAC</i>
Discharge or use of a weapon prohibited by federal law	<i>discharging/shooting or otherwise using a weapon, as defined by federal law (see possession above); see Policy JCDAC</i>
Possession of firearm, knife, other implement that may be used as a weapon	<i>possession of a firearm (other than those prohibited by federal law), knife, any blade bigger than 2½" that could be used to inflict bodily harm; 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; see Policy JCDAC</i>
Possession of a blade less than 2½"	<i>possession of any blade less than 2 ½", including pocketknife, box cutter or any other blade</i>
Throws items liable to injure others	<i>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</i>
Killing of another person	<i>any killing of another human being, regardless of the legal degree</i>
Assault and/or battery	<i>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</i>
Rape or sexual assault and/or battery	<i>any forced attempt to have sexual contact with another person or any actual sexual act with another person by force and/or without consent</i>

Kidnapping	<i>intentional forced taking of another person from 1 place to another without consent</i>
Arson	<i>intentionally causing damage by any explosive substance or setting fire to any property without consent of the owner</i>
Criminal damages to property	<i>intentionally causing damage by any means (except fire or explosion) to any property that requires a report to law enforcement</i>
Burglary	<i>unauthorized entry into any school property (building, vehicle, etc.) with intent to commit a felony or any theft from the property</i>
Misappropriation of property with violence to the person	<i>taking something of any value from another person using force, intimidation (such as threats or bullying) or weapons of any kind</i>
Instigates or participates in fight	<i>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</i>
Causes serious bodily injury	<i>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)</i>
Bullying/harassment	<i>making unwanted and repeated written, verbal, physical behaviors toward another person, such as threatening, insulting or dehumanizing words or gestures; see Policy JCDAF</i>
Cyber-bullying/harassment	<i>making unwanted and repeated communications which are threatening, insulting or dehumanizing by any form of technology, such as social media (Facebook, Twitter, etc.), texting, emails; see Policy JCDAF</i>
Possession or use of medication other than as prescribed or authorized	<i>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</i>
Possession of body armor	<i>possession (including storing in belongings, locker, etc.) or wearing any type gear that protects from attack by another person</i>
Making a false alarm	<i>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</i>
Public indecency	<i>exposing private body parts in view of another person</i>
Obscene behaviors/possession of obscene material	<i>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.</i>
Habitually tardy and/or absent/ TYPE C	<i>reporting to school after the school day begins without permission; being absent, without proper excuse; TYPE C consequence imposed after 3rd tardy to school and/or upon accumulation of more than 3 tardies/absences</i>

Stealing/TYPE C	<i>taking and/or possessing another person's property without his permission - high value and/or individual circumstances determines TYPE C or lower infraction</i>
Trespassing/TYPE C	<i>coming on school property without permission during a time that school is not in session or staying on school property at any time after told to leave</i>
Sexual harassment	<i>intimidation, bullying, forcing of an action of a sexual nature that is unwelcomed (no consent)</i>
Forgery	<i>forging another person's signature on official documents, including school checks, purchase orders, reports, etc.</i>
Disturbs school or habitually violates any rule/TYPE C	<i>behavior of a serious nature that causes a major disruption of the school or any activity; repeated violations of school or class rules; severity of infraction will determine TYPE C or lower infraction</i>
Any other offense/TYPE C	<i>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; TYPE B depends on the severity of the misconduct</i>

DUE PROCESS

All students have certain legal rights related to discipline in school. Those rights - generally called "due process" - are summarized here. 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.wcpsb.org.

Substantive Due Process:

Notice of Behaviors That May Result in Disciplinary Action

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.

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". In West Carroll Parish, students who are suspended or expelled are, in most instances, provided alternative placement and, therefore, no student will lose the right to attend school in the District unless expulsion is required because of the nature and severity of the misconduct (for example, some TYPE C behaviors such as drug and weapon offenses). Nevertheless, the District provides certain due process protections to students where suspension or expulsion is recommended. The degree of notice and response depends on the length of the recommended disciplinary action.

Suspensions up to 10 days

- Step 1: The principal or his designee advises the student of the misconduct of which he/she is accused and the basis for such accusation.
- Step 2: The student is given the opportunity at that time to explain his/her version of the facts.
- Step 3: The principal/designee considers all facts and informs the student of his decision and provides written notice with reasons for the disciplinary action to the parent/guardian.
- Step 4: The parent/guardian may request review of the Principal's suspension decision by the Superintendent, whose decision will be final.

Suspensions over 10 days

Steps 1 - 2 above.

- Step 3: The principal/designee provides written notice of his recommendation for disciplinary action with the basis for same to the parent/guardian and that the student is suspended up to 10 days pending completion of the due process procedure.
- Step 4: The Superintendent provides written notice to the parent/guardian of the date and time of a hearing on the principal's recommendation and of the student's rights at the hearing.
- Step 5: A hearing is held by the Superintendent or his designee.
- Step 6: The Superintendent provides written notice of his decision to the parent/guardian.
- Step 7: The parent/guardian may request review of the Superintendent's suspension or expulsion decision by the School Board.
- Step 8: The parent/guardian may pursue review of the School Board's suspension or expulsion decision in state court.

For further information regarding due process, see School Board Policies JCAA, JDD, JDDA, JDE; Louisiana Revised Statutes 17:416; *Goss v. Lopez*, 419 U.S. 565 (1975).

Right to Alternative Placement and/or to Make-up Classwork

Short-term Suspensions (1-10 days)

A student given a short-term suspension will be provided all work by his/her classroom teachers and has the opportunity to complete all work for full credit. State law does not require the District to provide alternative placement for short-term suspensions; however, depending on the nature of the infraction and the length of suspension, the District may assign a student given a short-term suspension to alternative placement, in which case the student is required to attend school at the alternative placement site. If the student is not assigned alternative placement, the student may still make up and receive credit for all classwork but will receive unexcused absences for all days of the suspension.

Long-term suspensions (11 days or more) and Expulsions

A student given long-term suspension or expulsion will be provided all work by his/her classroom teachers and/or be provided a teacher in alternative placement and has the opportunity to complete all work for full credit. State law requires the District to provide alternative placement for long-term suspensions and 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 a long-term suspension or 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.

West Carroll Parish School Board
Discipline Training Manual

1. Student Discipline Handbook
2. PBIS
 - Summary
 - PBIS Tier 1, 2, 3 Interventions
3. Louisiana Discipline-Related Statutes
 - La.Rev.Stat. 17:416
 - La.Rev.Stat. 17:416.2
 - La.Rev.Stat. 17:416.12
4. District Policies
 - Due Process (JCAA)
 - Suspension (JDD)
 - In-School Suspension (JDDA)
 - Expulsion (JDE)
 - Corporal Punishment (JDA)
 - Dress Code (JCDB)
 - Electronic Telecommunications (JCDAE)
 - Internet (IFBGA)
 - Traffic/Safety (JCFF)
 - Alcohol (JCDAB)
 - Tobacco (JCDAA)
 - Weapon (JCDAC)
 - Bullying/harassment (JCDAF)
 - Transportation (JCDAD)
5. Louisiana State Department of Education Documents
 - LDOE Infraction Code List
 - LDOE Report Form "A"
 - LDOE Report Form "B"
 - LDOE Report Form "C"
 - LDOE Corporal Punishment Checklist
 - LDOE Bullying Report Form