DISCIPLINE

It is the purpose of the Terrebonne Parish School Board to operate the schools in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students who attend these schools. The school's primary goal is to educate, not discipline; however, when the behavior of the individual student comes in conflict with rights of others, corrective actions may be necessary both for the benefit of that individual and the school as a whole.

In order to ensure a positive, safe, and stimulating learning environment in the public schools of Terrebonne Parish, every teacher and other school employee in the public school system shall endeavor to hold every student to a strict accountability for any disorderly conduct in school or on the grounds of the school, on any school bus, on the street or road while going to or returning from school, or during intermission or recess, or at any school-sponsored activity or function. To assist the teacher, the Board shall establish regulations for the use of disciplinary measures within the schools and continually monitor and appraise their usefulness. Discipline shall be administered uniformly, consistently, and in a nondiscriminatory manner.

Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any student(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school. However, no student shall be disciplined in any manner by the School Board or school administrator, teacher, or other school employee for the use of force upon another person when it can be reasonably concluded that the use of such force more probably than not was committed solely for the purpose of preventing a forcible offense against the student or a forcible offense provided that the force used must be reasonable and apparently necessary to prevent such offense. A student who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend himself/herself.

Each teacher may take disciplinary action to correct a student who engages in bullying, who disrupts normal classroom activities, who is disrespectful to a teacher, who willfully disobeys a teacher, who uses abusive or foul language directed at a teacher or another student, who violates school rules, or who interferes with an orderly education process. The disciplinary action taken by the teacher shall be in accordance with such regulations and procedures established by the Board.

Principals and teachers should be guided by the following procedures:

I. CLASSROOM DISCIPLINE

A. Before referring the student to the principal, a teacher may take several actions to correct a student who disrupts the class. Disciplinary actions may include, but not be limited to, the following:
1. Oral or written reprimand

2. Referral for counseling which shall include, but shall not be limited to, conflict resolution, social responsibility, family responsibility, peer mediation, and stress management

3. Written notification of parent (A copy of this notification shall be provided to the principal.)

4. Other disciplinary measures approved by the principal and the faculty in compliance with this policy.

B. The teacher has the authority to have the student removed from the classroom and placed in the custody of the principal or designee if the behavior warrants such action. The teacher should use the most recent BESE approved School Behavior Report form available. This form shall be reviewed by the principal or designee and acted upon.

Should the principal fail to act on any report of misconduct or school violation, he/she shall explain the reasons for doing so to the Superintendent or his/her designee and to the teacher or school employee, student, parent, or legal guardian reporting the violation.

Examples of such discipline violations may include the following:

1. A student prevents the orderly instruction of other students.

2. A student poses an immediate threat to the safety or well-being of any student or teacher.

3. A student exhibits disrespectful behavior such as:
   a. Directing foul or abusive language or gestures directed at or threatening a student or teacher.
   b. Violating the school’s code of conduct.
   c. Exhibits other disruptive, dangerous, or unruly behavior, including inappropriate physical contact, inappropriate verbal conduct, sexual or other harassment, throwing objects, inciting other students to misbehave, or destroying property.
C. When a student has been removed from the classroom, the principal or designee shall:

1. Advise the student of the misconduct of which he/she is accused and the basis for the accusation.

2. Give the student an opportunity to explain his/her version of the facts.

3. Conduct a counseling session with the student as may be appropriate to establish a course of action, consistent with school board policy, to identify and correct the behavior for which the student is being disciplined.

D. A student removed from the classroom shall be assigned school work missed and shall receive either partial or 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.

E. A student removed from class in kindergarten through grade 6 shall not be permitted to return to class for at least thirty (30) minutes unless agreed to by the teacher. A student removed from class in grades 7 through 12 shall not be permitted to return to class during the same class period, unless agreed to by the teacher initiating the disciplinary action. When he/she is removed from a classroom, the student shall not be readmitted to the classroom until the principal has implemented one or more of the following disciplinary measures:

1. Requiring the completion of all assigned school and homework missed by the student

2. In-school suspension (Information moved below to definitions.)

3. Detention (Information moved below to definitions.)

4. Suspension

5. Initiation of expulsion hearings

6. Assignment to an alternative school/setting

7. Any other disciplinary measure authorized by the principal
with the concurrence of the teacher or the building level committee pursuant to law and Board policy.

F. Parental Notification

The principal or his/her designee shall provide oral or written notification to the parent or legal guardian of any student removed from the classroom. Such notification shall include a description of any disciplinary action taken.

G. The teacher may require that the parent, tutor, or legal guardian of the student has a conference with the teacher in the presence of the principal or his/her designee before the student is readmitted.

H. In any case where a teacher, principal, or other school employee is authorized to require the parent, tutor, or legal guardian of a student to attend a conference or meeting regarding the student’s behavior, and after notice, the parent, tutor, or legal guardian willfully refuses to attend, the principal or designee shall file a complaint, in accordance with statutory provisions, with a court exercising juvenile jurisdiction. "Notice" of the conference, specifying the time and date of the conference, shall be given by contacting the parent, tutor, or legal guardian by telephone at the telephone number shown on the student's registration card or by sending a certified letter to the address shown on the pupil's registration card.

I. Upon the third removal from the same classroom, the teacher and the principal shall discuss the disruptive behavior patterns of the student and the potentially appropriate disciplinary measure(s) before the principal implements a disciplinary measure.

1. The student's behavior may be referred to an appropriate building level committee.

2. A conference between the teacher or other appropriate school employee and the student's parent, tutor, or legal guardian shall be required before the student can be readmitted.

J. The teacher may request that the principal transfer the student into another setting if the student's disruptive behavior persists.

K. Whenever a teacher has been struck by a student, the student, in addition to any other applicable disciplinary measure, shall be
permanently removed from the teacher's classroom unless the teacher objects to such removal or unless the principal, with the concurrence of the building level committee, finds the striking to be entirely inadvertent.

II. TRANSPORTATION DISCIPLINE

Transportation-related incidents shall be reported on the most recent Board of Elementary Education approved School Bus Behavior Report form available for such incidents.

III. REVOCATION OF SPECIAL PERMISSION

A student on Special Permission shall have his/her special permission revoked if he/she has been suspended or has received two (2) conference letters or three (3) disciplinary referrals to the principal's office.

NOTE: Revocation shall occur upon principal's recommendation with presentation of documentation and concurrence of Supervisors of Child Welfare and Attendance.

IV. DISCIPLINE OF STUDENTS WITH DISABILITIES

Discipline of students with disabilities shall be in accordance with applicable statutes or federal law and regulations.

V. RECUSAL OF ADMINISTRATOR IN DISCIPLINE MATTERS

Any school administrator or administrator's designee who is required to make a recommendation, decide an issue, or take action in a matter involving the discipline of a student shall recuse themselves whenever a member of the immediate family of the administrator or administrator's designee is involved in any manner in the discipline matter. In case of recusal, the action to be taken shall be done so by the Superintendent or an impartial designee of the Superintendent.

*Immediate family* means the individual's children, brothers, sisters, parents, and spouse and the children, brothers, sisters, and parents of the spouse.

VI. DEFINITIONS

A. *In-school suspension* shall mean

1. Student is temporarily removed from his/her usual classroom
placement to an alternative setting for a period of time specified by the Office of Child Welfare and Attendance.

An alternative setting may be located on or off the school site, provided that the student continues to receive instructional services and remains under the supervision of school personnel of their designees.

2. No interruption of instructional services occurs.

B. Suspension shall mean that student is temporarily prohibited from participating in his/her usual placement within school. This usually involves temporary removal from school.

C. Detention shall mean activities, assignments, or work held before the normal school day, after the normal school day, or on weekends. Failure or refusal by a student to participate in assigned detention shall subject the student to immediate suspension. Assignments, activities, or work which may be assigned during detention include, but are not limited to, the following:

1. Counseling
2. Homework assignments/classwork
3. Behavior modification programs
4. Other activities aimed at improving the self-esteem of the student.

Any student who fails or refuses to participate in assigned detention shall be subject to immediate suspension.

D. In-school expulsion shall mean

1. Student is temporarily removed from his/her usual classroom placement to an alternative educational placement for a period of time specified by the Office of Child Welfare and Attendance.

An alternative educational placement may be located on or off the school site, provided that the student continues to receive instructional services and remains under the supervision of school personnel of their designees.

2. No interruption of services occurs.

E. Expulsion shall mean the removal of a student from school for at
least one (1) school semester.

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