

# Disciplinary Handbook 2018-2019



## Plaquemines Parish Public Schools

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## Introduction

The Plaquemines Parish School System strives for excellence in student conduct as well as in academic achievement. **STRONG DISCIPLINE IS THE KEY TO THIS GOAL.** Discipline is essential to the orderly operation of any school and the maintenance of an environment conducive to quality education. Discipline implies good order as dictated by common sense. A student is required to conduct himself/herself properly while under school supervision and to comply with all policies and regulations promulgated to govern pupil conduct. Each student shall be held strictly accountable for any disorderly conduct in school buildings; on school premises; while a passenger on a school bus; on streets or roads while going to or returning from school; during intermission or recess; and while attending all school activities.

## Due Process and Appeals

A student has the right to present his own evidence and to hear the evidence of others during the investigation of any rules violation. Should the student or parent representing the student desire to appeal any decision made as a result of the findings in a disciplinary matter, the student or parent should follow the appropriate chain-of-command:

1. The principal
2. A hearing officer appointed by the Superintendent (Suspensions and Expulsions only)
3. The Superintendent (Suspensions and Expulsions only)
4. The School Board (Expulsions only)

All Special Education students shall be afforded the disciplinary provisions stipulated by the Louisiana Department of Education.

## Grievance Procedure

Should any student or parent seek to file a grievance against any employee of the school, the student or parent should follow the chain-of-command identified above under "Due Process".

## Statement of Non-Discrimination

The Plaquemines Parish School System does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services.

## Dating Violence

Dating Violence is defined as the physical, sexual, psychological, or emotional violence within a dating relationship, including stalking. It can occur in person or electronically and might occur between a current or former dating partner.

\*LA R.S. 17:81 requires the definition of Dating Violence to be included in the student code of conduct.

## Bullying

The Plaquemines Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels bullied, threatened, or harassed while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of bullying, hazing, terrorizing, or similar behavior such as threatening or harassment, made on campus, at school-sponsored activities or events, on school buses, at school bus stops, and on the way to and from school shall not be tolerated. Even if made in a joking manner, these statements or actions of bullying hazing, terrorizing or similar behavior towards other students, school personnel, or school property shall be unacceptable.

All students, teachers, and other school employees shall take responsible measures within the scope of their individual authority to prevent violations of this policy.

*Bullying* shall mean:

1. A pattern of any one or more of the following:
  - Gestures, including but not limited to obscene gestures and making faces.
  - Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading untrue rumors. *Electronic communication* includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device.
  - Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
  - Repeatedly and purposefully shunning or excluding from activities.
2. Where the pattern of behavior as enumerated above is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools or any school-sponsored activity or event.
3. The pattern of behavior as provided above must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

## STUDENT DISCIPLINE

### Administration of Discipline by Teachers:

1. Each teacher shall be required to take prompt and reasonable steps to quell and control disorderly conduct and violations of the policies and regulations of the school and to administer such disciplinary measures as deemed proper and necessary in accordance with School Board Policy.
2. Each teacher shall exercise the disciplinary authority granted so as to keep a minimum the number of students and incidents requiring attention of the disciplinarian.
3. For routine classroom problems, no teacher shall send a student to the disciplinarian for disciplinary action until reasonable proper attempts have been made to solve the problem, such as, but not limited to:(1) conference with student;(2) Call to parent;(3) assigned remedial work or detention; (4) behavior report issued.
4. Students shall be disciplined by detention or by other measures prior to being suspended for a victimless violation.
  - a) Extra assignments
  - b) Conferences with teacher, student, parent and administration
  - c) Referral to counselor, social worker
  - d) Detention
5. After the teacher has followed proper procedures, he/she shall submit to the disciplinarian a written report of the incident on a School Behavior Report.
6. Upon receipt of the written report, the disciplinarian may discuss the incident thoroughly with the teacher and the student(s) involved and determine what actions should be taken in each case. Action shall be indicated on the form and the appropriate copy returned to the teacher.
7. Parents must be notified in advance of any disciplinary action that requires a detention or suspension.

## Approved Disciplinary Measures

Each teacher is specifically authorized and required to use reasonable means and methods available to him/her and conducive to proper and legal disciplining of a student including:

1. Reprimanding
2. Requiring the student to remain, properly supervised by the teacher, in the classroom or other designated area during break periods.
3. Assigning a reasonable amount of extra written assignments with educational significance appropriate to the child's level of achievement. For special education students, consideration must be given to the students' exceptionalities.
4. Requiring the student to remain before or after school for detention, not more than one hour after dismissal or before intake, properly supervised by teacher or administrator. If any of the aforementioned persons administer this type of discipline, he/she must notify, in writing, the parent of the child, at least twenty-four (24) hours in advance.
5. Referring students who habitually violate school policies to school counselor or social worker.
6. Students having adjustment problems may be referred to an alternative program such as, but not limited to, Connections, FINS, or the Alternative School.
7. Of course, all infractions, unless of a violent, dangerous nature, should be dealt with in the classroom first. There are many methods of behavior management open to teachers. Cooperative discipline, fellow teachers, and experience are just a few methods of formulating a classroom management plan.

Steps to take before filling out a behavior report include:

- Phone call to parents
- Punish work (not lines), which is subject-related
- Personal conference at later time
- Time out in teacher's classroom
- Loss of recess time (after eating)

When all else fails, teachers should fill out a behavior report form, note their own recommendation in the "Nature of Incident" section, and record the time and place of the incident on the behavior form.

Prohibited Disciplinary Measures:

1. Corporal Punishment is prohibited.
2. A disorderly student shall not be required to copy lines over and over as a measure of discipline.
3. Mass punishment, or the ordering of mass written assignments, shall not be used as a measure of discipline.
4. No child shall be held accountable for the actions of others.
5. No child shall be punished by unreasonable, degrading and/or humiliating means.
6. No teacher shall use academic classroom grading as a means of disciplining a student for misbehaving.
7. Withholding food items offered in the cafeteria is strictly prohibited.
8. No student shall be detained on the bus as a means of discipline unless the student is brought to the principal or school disciplinarian.
9. No bus driver shall remove a student from the bus, except in extreme cases when the student refuses to cease misconduct that endangers his life or the lives and/or safety of others.
10. No student shall be asked to take names of students who misbehave.

**Plaquemines Parish Schools  
Middle and High School  
Academic Honesty Policy**

All students in the Plaquemines Parish School System are encouraged to work to their fullest potential and strive for excellence in their pursuit of knowledge. To that aim, students are expected to demonstrate academic honesty in the completion of all assignments and assessments; this requires that the work be the original of the student and appropriate credit be given to all sources used.

All members of the school community will accept responsibility for creating a positive school climate that supports and encourages the spirit of academic honesty.

- The **STUDENT** will adhere to the spirit and letter of the policy in the completion of all tests, quizzes, exams, projects, reports, homework, and in-class assignments.
- The **PARENT** or guardian will review and sign the academic honesty policy and encourage the student to practice integrity throughout his or her academic career.
- The **TEACHER** will make the students aware of the principles and consequences of the policy, refer to them on an ongoing basis, provide safeguards that will discourage cheating, make clear to the students that the policy will be strictly enforced, and take disciplinary action in every instance of dishonesty according to the process specified below.
- The **ADMINISTRATOR** will promote the spirit of academic honesty across the campus, publicize the policy through the student/teacher handbooks and other means, take action when the code is violated, and enforce the consequences.

Acts of academic dishonesty include, but are not limited to, the following:

1. Cheating on Tests – any given or receiving of external help (oral, written, or electronic) on an examination, test, or quiz, without expressed permission of the teacher.
2. Fabrication – inventing or falsifying data, a citation, or other authority in an academic assignment.
3. Forgery – the signing of another person’s name on any school document.
4. Unauthorized Collaboration – a student and another person working together on an assignment when not expressly directed to do so by the teacher. Examples include copying another student’s work or allowing one’s own work to be copied, doing an assignment for another student, or giving/ receiving information from tests previously given.
5. Plagiarism – representing another person’s words, ideas, or work as one’s own. Instances include (a.) copying word-for-word or paraphrasing ideas from an article or book without documenting the source (b.) cutting and pasting from the Internet without giving credit, (c.) purchasing or borrowing an entire research paper and passing it off as one’s own, and (d.) allowing another student to copy or use one’s original writing, including homework.
6. Theft or Alteration of Materials – any stealing, concealment, or alteration of student or teacher instructional equipment or materials, including on-line data.

**CONSEQUENCES – Violations of the academic honesty policy will result in the following:**

1. Zero on the entire assignment
2. Behavior referral to Assistant Principal/Disciplinarian
3. Parental contact depending on severity of the offense
  - Phone call and/or
  - Conference scheduled with Assistant Principal and teacher
4. One to three days detention
5. In-school or out-of-school suspension for second/further offenses or severe first offense
6. Removal from campus leadership roles for the remainder of the school year
7. Record of incident becoming a permanent part of the student’s disciplinary record

## PLAQUEMINES PARISH TECHNOLOGY DISCIPLINE POLICY

Students are responsible for good behavior on school computers and computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

**VIOLATIONS MAY RESULT IN A LOSS OF ACCESS, AS WELL AS OTHER DISCIPLINARY OR LEGAL ACTION.**

The following is list of possible infractions and their consequences:

Level	Infraction	Consequence
I	<ul style="list-style-type: none"> <li>✓ Failing to log out of computer</li> <li>✓ Unauthorized use of printers</li> </ul>	Detention
II	<ul style="list-style-type: none"> <li>✓ Attempting to access any other programs (including games, email, chat rooms, etc.), directories, sites (not Level V), or files on the system without the explicit permission of or direction from the classroom teacher or tech coordinator</li> </ul>	Classroom management consequence and loss of access to Internet by PPSB network administrator: *Games and unauthorized sites – one week restriction *Chat rooms and email – two weeks restriction
III	<ul style="list-style-type: none"> <li>✓ Habitual violations of infraction above: accessing unauthorized (Level II) sites</li> <li>✓ Unacceptable or malicious use of the Internet or email as stated in Acceptable Use Policy and/or prohibited by instructor.</li> <li>✓ Defacing or damaging computer hardware (workstations, printers, etc.) including removing or switching key covers on the keyboard or mouse balls.</li> <li>✓ Successful logging in to a system as a user other than one's self</li> </ul>	3-5 days out of school suspension
IV	<ul style="list-style-type: none"> <li>✓ Use of any unauthorized software.</li> <li>✓ Installing any software or unauthorized downloading of software.</li> </ul>	5-9 days out of school suspension
V	<ul style="list-style-type: none"> <li>✓ Accessing data or programs with malicious intent to cause damage to the network.</li> <li>✓ Accessing pornographic websites and/or communications</li> <li>✓ Severely damaging hardware (vandalism)</li> </ul>	5-9 days out of school suspension Recommend expulsion

## **STUDENT DRESS CODE**

The policy of the Plaquemines Parish School Board shall be that no mode of attire will be considered proper for school wear that disrupts the classroom and/or the school's positive learning environment. The principal or his/her designee of each school shall make decisions, with final approval from the superintendent, as to what is considered proper or improper dress according to the guidelines provided.

The Board desires to teach each student to use good judgment in his/her total appearance so that the attention of others is not distracted from the purpose of the school. Cleanliness and the values of the community shall be a basic consideration.

### **DRESS AND PERSONAL GROOMING**

Student dress and grooming are not to adversely affect the students' participation in classes, school programs, other school related activities or detract from the learning environment of the school. Extremes in style and fit in student dress and extremes in style of grooming will not be permitted. Administrators are authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for school wear. No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang related activities or exhibits profane or obscene language/gestures. Beards and goatees shall be prohibited. Policies regarding dress and grooming stress the importance of reducing distractions that inhibit learning and are addressed as an attempt to enhance the learning environment.

### **BODY ARMOR**

It shall be unlawful and against School Board policy for any student or non-student to wear or possess on his/her person, at any time, body armor on any School Board property, school campus, at a school-sponsored function, on a school bus or other school transportation, or in a firearm-free zone, with limited exception as enumerated in La. Rev. Stat. Ann. §14:95.9. School-sponsored functions shall include, but not be limited to, athletic competitions, dances, parties, or any extracurricular activities. A firearm-free zone means any area within one thousand feet of any school campus and within a school bus.

*Body armor* shall mean bullet-resistant metal or other material intended to provide protection from weapons or bodily injury.

The School Board shall notify all students of the provisions of this policy.

## GUIDELINES

The Plaquemines Parish School Board authorizes each school to develop its own student handbook which must include the Plaquemines Parish School Board Dress Code Policy. The Board reserves the right to require standards of appropriate dress that are conducive to safety, orderly decorum, and that reflect positively on the school system. The School Board has adopted a dress code policy that shall be universal throughout the parish. These policies will be enforced from bus stop to school and from school to bus stop and/or at any time students are under school jurisdiction. Students must wear school uniforms as specified by the Plaquemines Parish School Board, and their individual schools as indicated in the school's student handbook. The Board's dress code rules are as follows:

1. Any clothing, adornment, accessory, or jewelry that displays or symbolizes obscenity, vulgarity, and/or indecency, and/or that advocates violence, drugs, alcohol, and/or tobacco is prohibited.
2. Moderate hairstyles only are permitted. Boys' natural hair length may not extend lower than the top of a dress shirt collar. Hair cannot be worn to fall below the eyebrow line.
3. Any style of hair which creates a distraction or a safety hazard shall be considered inappropriate. Fluorescent-colored hair (yellow, orange, purple, blue, green, pink, red or any other distracting color) is prohibited.
4. Shaving eyebrows to create a decorative design or distraction is prohibited.
5. Boys must be clean-shaven. Beards or goatees are not permitted. Mustaches are permitted, provided they are neatly trimmed and do not extend beyond the corners of the mouth. Side burns that are excessive are not allowed.
6. Boys are not permitted to wear dangling or hoop earrings; however, boys will be allowed to wear one stud per ear. Additionally, girls will be allowed to wear only one earring per ear. Girls' hoops are not to exceed one (1) inch. Oversized stud earrings are not permitted. For boys and girls, earrings are to be worn in the ear lobes only. Gauges and other devices that are worn in the ear lobe to stretch the lobe or make the pierced ear hole bigger are prohibited.
7. Any additional visible/noticeable body piercing is prohibited. Body rings and/or studs must be removed.
8. All visible tattoos must be covered.
9. Jewelry or clothing that can be hazardous to students or any other persons is prohibited. Pocket chains and (dog-type) collar chains will not be allowed. Any oversized jewelry or adornments are prohibited.
10. Fingernails in excess of ½ inch (curling under) will not be allowed.
11. Students may not deface their uniform.
12. No over-sized or undersized clothing is permitted. Clothing must be properly sized.
13. Undershirts must be white or a school color. All students must wear appropriate undergarments.

14. All shirts must be tucked in completely around at the waist of the uniform bottom.
15. Uniform shorts or skirts must be worn at the knee for grades 5-12. Mini-skirts are prohibited. "Peanut" shorts with 3" zippers are not allowed.
16. Uniform pants are to have the traditional khaki pant leg. No bell-bottoms, wide leg, or other non-traditional leg shapes are allowed. Slit or frayed pant legs are not allowed. The rolling up of pant legs is prohibited. Hip huggers and "peanut" pants with 3" zippers are not allowed.
17. Pants, shorts and /or other uniform bottoms with multiple pockets such as cargo-pockets, cell-phone pockets, and/or non-traditional pockets are not allowed.
18. All pants, shorts and other uniform bottoms are to be worn at the waist. A belt must be worn at the waist with all uniform bottoms.
19. Only a standard black, brown, or khaki-colored belt may be worn -- this is a belt that fits in the belt loops of the standard khaki uniform pants. Belts with large holes in them and/or hanging ornaments on them are prohibited. A school may adopt a solid-color belt of one of the school colors that has been approved by the school administrator.
20. Oversized belt buckles are prohibited. Belt buckles with any type of writing, pictures, or symbols on them are not allowed.
21. Sweatshirts and lightweight jackets must comply with the individual school's approved uniform code as stipulated in the school handbook.
22. It will be **MANDATORY** for students to wear a school uniform jacket beginning with the 2012-2013 school year. Each school will adopt school uniform jackets and give advance notice to parents.
23. Socks/hosiery and clean shoes must be worn daily. Socks/stockings (no leggings) can be white, black or school color can be worn. Shoes or tennis shoes that are closed in must be worn. Shoes such as flip-flops, slides, clogs, moccasins, slippers, Crocs, or shoes with no ankle straps are prohibited. All string shoes must be properly tied.
24. Caps, hats, sweat bands, hoods, scarves, kerchiefs, bandanas, and other head coverings are prohibited. Girls may wear head bands, barrettes, or ribbons to hold back the hair, but excessive adornment is prohibited.
25. Hoods as part of an approved school uniform are not allowed to be worn pulled up on the head in the building.
26. Any garment, hair style, adornment, jewelry, or appearance considered inappropriate by the administration will be prohibited.

#### SPECIAL DRESS DAYS:

Dress plans for any special day that students would not wear school uniforms needs to be submitted in writing for the superintendent's approval prior to finalizing such plans.

If a school allows dress days such as "Spirit Days", the following rules would apply:

27. Leggings, stirrup pants and Capri pants are not allowed.

28. Shorts and skirts must be worn at the knee for grades 5-12.
29. Trench coats, dusters, and/or other long coats are not allowed.
30. Clothing or adornment which is hazardous to the safety of the students is unacceptable. Sweat bands, and bandanas are prohibited.
31. Pajama Day and cross-dressing are not allowed.
32. Clothing and any other items worn or displayed by students must not contain or symbolize obscenity, vulgarity, and /or indecency; and must not advocate or advertise/violence and/or alcohol, tobacco, and/or drug use.
  - Tear-away pants, fringed pants, or torn pants are prohibited.
  - Clothing that exposes the back, chest or midriff shall not be worn.
  - Overalls with a short sleeveless shirt or any style sleeveless shirt will not be allowed.
  - No sweat suits, wind suits or jogging suits are to be worn.
33. Any garment, hairstyle, adornment, jewelry, or appearance considered inappropriate by the administration will be prohibited.

Revised: July, 2007  
Administrative Amendment: July, 2008  
Revised: April, 2010  
ADOPTED: November 1, 2010  
Revising: April, 2011  
**REVISED ADOPTION: May 11, 2011**

Ref: Scott v. Board of Education, 304 N.Y.S.S. 2d 601 (1969); Karr v. Schmidt; 460 F. 2d 609 (5<sup>th</sup> Cir. 1972); La. Rev. Stat. Ann. §§14:95.9, 17:81, 17:416.7; Board minutes, 7-9-07.

## Referral and Offenses

The following is an outline of disciplinary steps involving student behavior. This list is not all-inclusive – as all offenses cannot reasonably be cited. In no way does it limit the taking of disciplinary action for other forms of inappropriate behavior.

### REFERRAL

No.	OFFENSE	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
1.	DISRESPECT OF AUTHORITY; WILLFUL DISOBEDIENCE; CONSISTENT UNACCEPTABLE BEHAVIOR	1 to 3 Days Suspension	1 to 3 Days Suspension	3 to 5 Days Suspension
2.	POSESSION OF MATCHES AND/OR LIGHTERS	1 Day Suspension	1 to 3 Days Suspension	3 Days Suspension
3.	POSESSION OF TOBACCO, SMOKING, OR USE OF TOBACCO PRODUCTS	3 Days Suspension	3 to 5 Days Suspension	3 to 5 Days Suspension
4.	IN OFF-LIMITS AREA WITHOUT PASS	Non- Suspension/Parent Conference <b>OR</b> 1 Day Suspension	1 to 3 Days Suspension	3 to 5 Days Suspension
5.	VIOLOATION OF DRESS CODE	Refer to Dress Code Policy		
6.	LEAVING CLASS WITHOUT PERMISSION (NO EXCUSES)	Non- Suspension/Parent Conference <b>OR</b> 1 Day Suspension	1 to 3 Days Suspension	3 to 5 Days Suspension
7.	TARDINESS	1 Day Detention	1 Day Detention	1 Day Suspension
8.	CLASS CUTTING	1 Day Suspension	1 to 3 Days Suspension	5 Days Suspension
9.	LEAVING CAMPUS / TRUANCY / TRESPASSING	1 to 3 Days Suspension	3 Days Suspension	5 Days Suspension
10.	VANDALISM AT SCHOOL OR SCHOOL FUNCTION	Suspension with restitution before returning <b>OR</b> Recommendation for expulsion with restitution (R.O.S.Y.)		
11.	ROUTINE FIGHTING / INSTIGATING A FIGHT	1 to 3 Days Suspension	3 to 5 Days Suspension	3 to 9 Days Suspension
		In cases of fighting, students must receive counseling.		
12.	VICIOUS BEHAVIOR WITH HARMFUL INTENT	9 Days Suspension with recommendation for expulsion		
13.	GANG FIGHTING	9 Days Suspension with recommendation for expulsion		
14.	STEALING / POSSESSION OF STOLEN PROPERTY	1 to 3 Days Suspension <b>OR</b> Suspension and recommendation for expulsion	3 to 9 Days Suspension <b>OR</b> Suspension and recommendation for expulsion	Suspension and recommendation for expulsion
		In all cases of theft, restitution must be made.		

No.	OFFENSE	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
15.	WEAPONS / DRUGS / CONTROLLED SUBSTANCES	Suspension Pending Expulsion Hearing District Guidelines		
16.	ALCOHOL	Suspension Pending Expulsion Hearing		
17.	PHYSICAL ABUSE OF SCHOOL PERSONNEL	Suspension Pending Expulsion Hearing District Guidelines		
18.	VERBALLY THREATENING OR INTIMIDATING SCHOOL PERSONNEL	9 Days Suspension with recommendation for expulsion		
19.	VERBALLY THREATENING OR INTIMIDATING STUDENTS / BULLYING <b>*In extreme cases, the principal may recommend an expulsion.</b>	Non-Suspension/Parent Conference <b>OR</b> Detention(s) <b>OR</b> 1 to 3 Days Suspension	3 to 5 Days Suspension	3 to 9 Days Suspension
20.	GAMBLING	1 to 3 Days Suspension	Suspension Pending Expulsion Hearing	
21.	PROFANITY / OBSCENITY (VERBAL OR WRITTEN) / OBSCENE GESTURES / ABUSIVE OR DISRESPECTFUL LANGUAGE	1 to 3 Days Suspension	1 to 3 Days Suspension	3 to 5 Days Suspension
22.	GROSS DISRESPECT	Suspension Pending Expulsion Hearing		
23.	INDECENT BEHAVIOR*	Suspension Days Determined by Offense	Incremental Suspension: Days Determined by Offense	Suspension with recommendation for expulsion
		*IMMEDIATE REMOVAL OF STUDENT with Recommendation for Expulsion if deemed necessary by administration.		
24.	ELECTRONIC DEVICES	Detention and hold device for 24 hours / Parent pick up of device	Detention and hold device for 24 hours/ Parent pick up of device	Suspension and hold device for 24 hours/ Parent pick up of device
25.	FORGERY	Refer to PPSB Academic Honesty Policy		
26.	INTENTIONALLY SETTING OFF FIRE ALARM	Suspension Pending Expulsion Hearing		
27.	FAILURE TO FOLLOW TEACHER'S DIRECTIONS 1 <sup>st</sup> & 2 <sup>nd</sup> : Verbal Warning & Call to Parent 3 <sup>rd</sup> : Corrective Assignment <b>AND/OR</b> Behavior Report	1 Day Suspension	1 to 3 Days Suspension	3 to 5 Days Suspension
28.	FAILURE TO COMPLETE TEACHER-ASSIGNED PUNISH WORK(Must be of educational value)	1 Day Detention plus completion of punish work <b>OR</b> 1 Day Suspension	1 to 2 Days Suspension	2 to 3 Days Suspension
29.	OTHER FORMS OF INAPPROPRIATE	Discretion of School Administrator		

**\*Students sent to the Plaquemines Parish Learning Center for a 2<sup>nd</sup> time during a school year shall remain there for the rest of the school year (R.O.S.Y.).**

## Transportation

All students who utilize the Plaquemines Parish School Buses for transportation to and from school and for extracurricular activities will at all times follow the rules and regulations for riding the school buses. To help determine the severity of offenses, there should be two categories:

**Category I:** Offenses of a lesser nature would be taken care of from a discipline standpoint in accordance with school and/ or transportation procedures. Any combination of Category I misbehaviors that would suggest a pattern may be considered a Category II offense.

- a.) No eating or drinking on the bus
- b.) Bullying/ Harassment
- c.) Keep arms, feet, and head inside the bus windows
- d.) Stay seated in assigned seat
- e.) Do not leave bus without permission
- f.) Enter the bus and be seated as quickly as possible
- g.) Talk quietly with others around you
- h.) No glass objects are to be brought on bus (except eyeglasses)??
- i.) Do not disturb the driver by violating the rules or creating a disturbance

**Category II:** Offenses of a severe nature would be taken care of in accordance with transportation and/ or school discipline policies and offenders would be subject to suspension/ removal from bus and/ or school.

- a.) Fighting, tripping, or pushing at the bus stop or on the bus
- b.) Bullying/ Harassment
- c.) Throwing objects on/ from the school bus which could cause injury or distract the driver
- d.) Use of tobacco, electronic cigarettes, alcohol, or any dangerous substance on the bus
- e.) Profanity, vulgarity, or other inappropriate language
- f.) Immoral or vicious practices
- g.) Vandalism, defacing, or injuring any part of school bus
- h.) Disrespecting or disrupting the bus driver, attendant, or passengers
- i.) Disobeying, harassing, threatening, or striking bus personnel
- j.) Carrying firearms, knives, or any other implement that can be used as a weapon.
- k.) Committing some other undesignated violation.
- l.) Crossing the 4 lane highway before getting on or after getting off the bus.

If a student does not abide by these rules and regulations and the misconduct is severe enough to warrant a written office discipline referral, then the following procedures will be adhered to:

### Category I

**1<sup>st</sup> Offense** – Warning or detention

**2<sup>nd</sup> Offense** – Detention or 1 day bus exclusion along with a parent, student, driver, and administrator conference

**3<sup>rd</sup> Offense** – 1-3-5 day bus exclusion

**4<sup>th</sup> Offense** – Hearing for an extended bus removal with Director of Student Services

## Category II

**1<sup>st</sup> Offense** – 1-3 day bus exclusion from riding any school bus along with a parent, student, driver, and administrator conference; a hearing for an extended bus removal with the Director of Students Services may be held depending on the severity of the offense.

**2<sup>nd</sup> Offense** – 3-5-10 day bus exclusion from riding any school bus or a hearing for an extended bus removal with Director of Student Services depending on severity of offense.

**3<sup>rd</sup> Offense** - 3-5-10 day bus exclusion from riding any school bus or a hearing for an extended bus removal with Director of Student Services depending on severity of offense.

**4<sup>th</sup> Offense** – Hearing for an extended/ permanent removal for remainder of school year with Director of Student Services.

### **Plaquemines Parish School Board**

#### **Rules for Riders**

**The driver is in charge of the bus and the students. For their own safety and the safety of others, students are expected to abide by rules and regulations.**

1. Students shall occupy the space designated to them by the bus driver.
2. Students may converse in normal tones with other students around them.
3. Students will remain seated and facing the front.
4. Students shall be on time. The bus cannot wait for those who are not on time. Students are to have written permission and be authorized by the principal to get on or off the bus at a stop other than their own.
5. Students shall not damage or deface the bus. Students should not litter, but help keep the bus clean and sanitary by keeping their area clean and not eating or drinking on the bus.
6. Students will not horseplay and will keep their hands to themselves.
7. Rules governing safety and behavior in the classroom and school building shall extend to the bus, if applicable.
8. Because the PPSB cannot reasonably foresee EVERY possible offense or infraction, the PPSB Rules for Riders is not limited to the above.

**\* The Plaquemines Parish School Board cannot reasonably write a code of conduct that can foresee EVERY potential infraction or situation. Therefore, good judgment and common sense shall be utilized when making decisions.**

**SCHOOL BEHAVIOR REPORT  
PLAQUEMINES PARISH SCHOOLS**

The purpose of this report is to inform parents/guardians of a behavior incident on the school campus, in the classroom, cafeteria, gymnasium, auditorium, elsewhere at school or during school-related activities, and of subsequent disciplinary action taken by school officials. Because this or other incidents may jeopardize the safety, well-being or education of other students, parents/guardians are urged to discuss the incident and possible implications with the student to prevent further occurrences.

Name of Student \_\_\_\_\_ Phone \_\_\_\_\_ Grade/Homeroom \_\_\_\_\_  
 Name of Teacher/Staff \_\_\_\_\_ [ ] Regular Ed Student [ ] Special Ed Student  
 Date of Incident \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_ Race/Ethnicity \_\_\_\_\_ ESL [ ]

**NATURE OF INCIDENT:** Check appropriate space(s) and list specific incident under "Remarks"

- |  |   |
|--|---|
| <input type="checkbox"/> Fighting (916)  | <input type="checkbox"/> Tardiness (519)  |
| <input type="checkbox"/> Pushing, Tripping, Horseplay (507)                                | <input type="checkbox"/> Possessing Weapons, Firearms, Explosives of Any Form (914)         |
| <input type="checkbox"/> Loud and/or Disruptive Behavior (508)                             | <input type="checkbox"/> Possessing Inappropriate or Injurious Articles (505)               |
| <input type="checkbox"/> Being Disrespectful Toward Teacher/Staff (502/902)                | <input type="checkbox"/> Committing an Immoral or Vicious Act (905) [ ]                     |
| <input type="checkbox"/> Being Disrespectful Toward Other Student (530)                    | <input type="checkbox"/> Throwing Objects (515)   |
| <input type="checkbox"/> Leaving Class, Campus or Other Location Without Permission (918)  | <input type="checkbox"/> Smoking/Use of Tobacco, Alcohol, or Drugs (908) [ ]                |
| <input type="checkbox"/> Being in Restricted/Off-Limits Area (514)                         | <input type="checkbox"/> Illegal Acts: Gambling, Stealing (920)                             |
| <input type="checkbox"/> Defacing or Destroying Property (511)                             | <input type="checkbox"/> Skipping Class (903) [ ]   |
| <input type="checkbox"/> Habitual Violations of School Rules (510/910)                     | <input type="checkbox"/> Profanity (504)  |
| <input type="checkbox"/> Other (599/999)   | <input type="checkbox"/> Violations of Dress Code (512) [ ]                                 |
| <input type="checkbox"/> Use of medication in a manner other than prescribed or authorized | <input type="checkbox"/> Serious Bodily Injury  |
|  | <input type="checkbox"/> Possesses pocket knife with a blade length of less than 2 ½ inches |

Remarks: \_\_\_\_\_ Recommendations: \_\_\_\_\_

**ACTION TAKEN BY TEACHER OR OTHER SCHOOL EMPLOYEE**

The student named above is hereby reported for an inappropriate behavior as indicated in this report. This is the student's 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> 6<sup>th</sup> behavior referral. \*\* Other management procedures I have already employed:

- Discuss behavior with student [ ] contacted parent/guardian on \_\_\_\_\_  
 Other \_\_\_\_\_

**ACTION TAKEN BY SCHOOL ADMINISTRATION**

- |   |  |
|---|--|
| <input type="checkbox"/> Held conference with student on _____                              | <input type="checkbox"/> Student reprimanded                           |
| <input type="checkbox"/> Contacted parent/guardian on _____                                 | <input type="checkbox"/> Held conference with parent/guardian on _____ |
| <input type="checkbox"/> Student assigned detention on _____                                |  |
| <input type="checkbox"/> Student served detention on _____                                  |  |
| <input type="checkbox"/> Student assigned to In-School Suspension for _____ day(s) on _____ |  |
| <input type="checkbox"/> Student served in ISS on _____                                     |  |
| <input type="checkbox"/> Student suspended pending _____ on _____                           |  |
| <input type="checkbox"/> Student suspended from school for _____ day(s) from _____ to _____ |  |
| <input type="checkbox"/> Other _____  |  |

\_\_\_\_\_  
Signature of Administrator Date

**COMMENTS BY STUDENT**

I have received written notification of the action taken by the school administration.  
 Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student Date

White: Student's Disciplinary File      Canary: Returned to Teacher/Staff      Pink: Student/Parent      Gold: Remains with Issuer

\*The above is a generic Office Discipline Report (ODR). Referrals may vary slightly to reflect a school's Positive Behavior Support Program.