August 11, 2021

Dear Parents, Guardians, and Students:

Thank you for choosing East Baton Rouge Parish Schools to educate your children. Our responsibility is to build character in your child and provide exceptional opportunities in academics, arts, and athletics.

We ask that you make sure your child attends school each day and is prepared to make the best of it. Well balanced meals and a good night's sleep are the best ways to ensure this.

The Students Rights and Responsibilities Handbook and Discipline Policy establishes clear behavior expectations to ensure the safety of your child and of other children. The handbook establishes your "rights" as a member of the learning community and your "responsibilities" to others.

The handbook contains detailed information about the school system's Fighting Policy. In short, the following violations will, at least, result in a student's recommended expulsion: the use or possession of weapons, explosives, illegal narcotics, drugs, or controlled substances; and participation in physical attacks, batteries, or two (or more)-on-one fights. Further, the police may be called in instances when there is a fight involving students fourteen years of age or older, making students subject to arrest. The handbook has been modified to prioritize classroom and school-based interventions, as required by recent legislation. However, students will be held accountable for misconduct, and appropriate consequences will be issued. To avoid these consequences, we encourage parents to discuss with their children the importance of conducting themselves in an appropriate manner while at school or any school-sponsored event.

We want students to enjoy their time at school and to be successful so, let me offer some suggestions:

1. Please get involved in your school and participate in activities and organizations sponsored by your teachers.
2. Please be prepared and ready to learn. Make sure you arrive at school and class on time.
3. Please treat other students, teachers, staff members, administrators, and others in the school with dignity and respect.
4. If you have a concern about something happening at your school which creates an unsafe situation or condition, talk to a teacher or responsible adult immediately.

Wishing you all the best for a great school year in 2021-2022.

Sincerely,

Sitro J. Narcisse, Ed.D.
Superintendent of Schools
Procedures for Referring a Student
For Short-term Suspension

1. All middle and high school centers are open from 7:00 am till 2:00 pm daily. New student registration is from 7:00 until 8:00 each day. Returning students must report by 7:30 am. All middle and high school students must be picked up at 1:30 pm daily.

2. The elementary center opens daily from 8:00 am until 2:30 pm daily. New student registration is from 8:00 until 8:30 each day. All returning students must report by 8:30. All elementary students must be picked up by 2:30 pm daily.

3. No transportation is provided for any student assigned to a discipline center.

4. Students should bring assignments with them daily. Textbooks, chromebooks, and headphones are provided. Students may bring inexpensive headphones for classroom use. Staff will not be responsible for personal headphones. No book bags or large purses are allowed.

5. Any absence from a discipline center during a suspension is recorded. Any documentation must be submitted to the home school.

6. A student may attend the center of his/her parent’s choice (usually the one closest to his/her home), with the exception of conflicting student circumstances.

7. Give the student a copy of the AP1 form assigning him/her to the discipline center along with the “Discipline Center Letter to Parents” showing start time and pick up time at the discipline centers.

8. When the student has completed his/her stay at the Discipline Center (successfully or unsuccessfully) the yellow copy of the AP2 form will be given to the student for their records.

9. Middle/High schools will receive the Discipline Center Student Transition Information documents in the “Pony” and should retrieve all student Discipline Center documents from your home school’s assigned Google drive.

ELEMENTARY:
Please make sure that students assigned to the discipline center have “enough” assignments to accommodate the length of the suspension. Although we have some materials for each grade level, we do not have workbooks, worksheets, etc. for the lessons in which your students may be participating at any given time.

All long-term suspensions (11 – 20 days can only be assigned by the Hearings Office) and ESS students (on the 10th cumulative day he/she is suspended and all subsequent days in order to receive services) must be assigned to EBR Readiness (Elementary campus) for elementary students and EBR Readiness (Middle campus) for middle school students and EBR Readiness SA for high school students. Transportation will be provided. EBR Readiness SA (Elem., Middle, or High) shall not suspend any ESS student to a discipline center. EBR Readiness SA (Elem., Middle nor High) shall not suspend any regular education student to a discipline center for more than four times and not more than five days each suspension.
### Responsibilities and Guidelines:

1. **You must register your child on the first day of the suspension and bring this letter along with the assignment form (API1) with you to the Discipline Center.**

2. **You must make arrangements to drop off your child between 8:00 and 8:30 am each morning** (all students must be seated by 8:30 am) **and pick up your child promptly at 2:30 pm in accordance with the hours indicated above or risk denial of attendance for the remainder of the suspension.**

3. **You must make sure that your child follows the rules of the Discipline Center. Students may be dismissed from the Discipline Center for misbehavior or for not working on task and completing assignments.**

4. **You must provide emergency phone numbers to the Discipline Center in the event we need to reach you for any reason.**

5. **Students must wear their home school uniform to the Discipline Center; no school/team spirit shirts are allowed. Students may not wear a “hoodie” or any jacket with a hood to the Discipline Center.**

6. **Cell phones, bookbags, and all other electronic devices are not allowed at the Discipline Center.**

7. **If your child is absent for any reason while attending, you must notify the discipline center immediately. (225) 930-5637**

### Expulsion

- **Registration and Orientation:** 8:30 am to 9:30 am
- **Mondays, Tuesdays, and Wednesdays ONLY**
- **Hours of Operation:** 8:00 am to 3:25 pm daily

- **Responsibilities and Guidelines:**
  1. **You must register your child on the first Mondays or Wednesdays following the expulsion hearing decision. Bring this letter along with the API1/3 form, hearing decision assignment form, and drop packet from the homeschool with you to the Discipline Center.**
  2. **You must attend an orientation with your child on the day registered. Orientation is from 8:30 am to 9:30 am.**
  3. **Car Riders:** You must make arrangements to drop off your child between 8:00 and 8:30 am each morning (all students must be seated by 8:30 am) and pick up your child promptly at 3:15 pm.
  4. **Students must wear their home school uniform to school; no school/team spirit shirts are allowed. Students may not wear a “hoodie” or any jacket with a hood.**
  5. **Further information will be given during Orientation.**
Middle and High School Discipline Centers
East Baton Rouge Parish School System
4375 E. Brookstown Drive
Baton Rouge, LA 70805
Office (225) 356-2586

Discipline Center Office
4375 E. Brookstown Dr.
• Phone: 356-2586

Middle School Students
Only
Bogan Walk Center
2550 Bogan Walk Dr.
• Phone: 336-2029
• Fax 336-9988

Middle and High School
Students may attend
Christa McAuliffe Center
12000 Goodwood Blvd.
• Phone: 226-7942
• Fax: 226-7670

Middle and High School
Students may attend
EBR Readiness-Short Term Center
(formerly Rosenwald Center)
4375 E. Brookstown Dr.
• Phone: 356-1463

East Baton Rouge Parish Discipline Centers
Registration: 7:00 am - 8:00 am Daily
Hours of Operation: 7:00 am - 1:30 pm Daily

To Parents/Guardians of Students Assigned to Discipline Centers:
Responsibilities and Guidelines

1. You must register your child on the first day of the suspension and bring this letter along with the assignment form (AP1) with you to the Discipline Center to which your child is assigned.

2. You must make arrangements to drop off your child between 7:00 - 7:30 am each morning (all students must be seated by 7:30 am) and pick up your child promptly at 1:30 pm in accordance with the hours indicated above or risk denial of attendance for the remainder of the suspension.

3. You must make sure your child follows the rules of the discipline center. Students may be dismissed from the Discipline Center for misbehavior or for not working on task and completing assignments.

4. You must provide emergency phone numbers to the Discipline Center in the event we need to reach you for any reason.

5. Students must wear their home school uniform to the Discipline Center; no school/team spirit shirts are allowed.

6. Students may not wear a "hoodie" or any jacket with a hood inside a Discipline Center classroom.

7. Cell phones, book bags and all other electronic devices are not allowed in any Middle/High Discipline Center.

8. If your child is absent for any reason while attending a Discipline Center, you must notify the Discipline Center to which your child is assigned.

9. Students may bring inexpensive headphones for classroom use. Discipline Center staff are not responsible for said headphones.

10. If the center to which your child is assigned is at capacity you may call the next closest center to you to enroll your child.

Student Signature Date Parent/Guardian Signature

Please bring this letter and the AP1 Form to the Discipline Center to which you have been assigned.

Revised 07.27.21
Discipline Center Attendance Report - AP2

Attention: Attendance Clerk/Office Personnel

The below named student has completed attendance time assigned as **indicated** at a Discipline Center and may now return to the below listed referring school. Please adjust all attendance days in the J-Campus system as needed.

*The home school **must** enter all attendance before initiating a student drop/withdrawal.

Student Name ____________________________ SID ______________

Referring School __________________________ Grade ____ Race ____

Beginning Date _______________ Return Date ___________ Sex ____

Days Suspended ___ Days Present ___ Dates Absent

Hearing Date ______

Additional Comments:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

D.C. Staff ___________________________ D.C. Location ____________

WHITE - Discipline Center _________________________ YELLOW - Student ________________________ Revised-20.05.14
Discipline Center Student Transition Information

Date ______________

This document serves as written notification that ____________________________
SID ____________________ has completed his/her suspension days at the discipline center.

The following Student Transition (EXIT) documents will be uploaded to your home school’s Google drive.

- Discipline Center Attendance Report-AP2
- Discipline Center Character Education and Behavior Report
- Student Assignment Log
- Edgenuity Scores and Activity Review
- Character Education Scores and/or completion certificate
- Pending Hearing Student Report (if applicable)
- Denial of Attendance/Dismissal Form (if applicable)
- Behavior Tracking Report (if applicable)

Thank you for your immediate cooperation in this matter.

Tamara Johnson, M.Ed., NBCT
Provide incident location, if other than classroom:

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Class/Lesson Disruption: Sounds, Drumming, Tapping</td>
</tr>
<tr>
<td>2.</td>
<td>Disrespect: Talking Back, Mocking, Gestures</td>
</tr>
<tr>
<td>3.</td>
<td>Dress Code/Uniform Violation</td>
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<tr>
<td>4.</td>
<td>Inappropriate Language</td>
</tr>
<tr>
<td>5.</td>
<td>Out of Seat</td>
</tr>
<tr>
<td>6.</td>
<td>Physical Contact: Pushing/Pulling/Shoving/Horseplay</td>
</tr>
<tr>
<td>7.</td>
<td>Possessing Prohibited Item(s)</td>
</tr>
<tr>
<td>8.</td>
<td>Property/Equipment Misuse</td>
</tr>
<tr>
<td>9.</td>
<td>Refusing to Follow Directions</td>
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<tr>
<td>10.</td>
<td>Refusing to do assigned work (sleeping in class, head on desk, etc.)</td>
</tr>
<tr>
<td>11.</td>
<td>Taking Other’s Property</td>
</tr>
<tr>
<td>12.</td>
<td>Tardy: Class/School</td>
</tr>
<tr>
<td>13.</td>
<td>Teasing/Name-calling/Harassment/Bullying</td>
</tr>
<tr>
<td>14.</td>
<td>Technology Violation: Misuse: Electronic Equipment and/or Devices</td>
</tr>
<tr>
<td>15.</td>
<td>Materials not brought to class</td>
</tr>
<tr>
<td>16.</td>
<td>Forgery/Cheating on assigned work</td>
</tr>
<tr>
<td>17.</td>
<td>Excessive talking or constant disruptions</td>
</tr>
<tr>
<td>18.</td>
<td>Eating or drinking in class</td>
</tr>
<tr>
<td>19.</td>
<td>Disturbing Others</td>
</tr>
<tr>
<td>20.</td>
<td>Other(s)</td>
</tr>
</tbody>
</table>

**Possible Motivations:**

1. Avoid Adult Attention
2. Avoid peer Attention
3. Obtain Peer Attention
4. Obtain Adult Attention
5. Avoid task
6. Obtain Items
7. Do not know
8. Other __________________

**Others Involved:**

1. None
2. Peers
3. Staff
4. Teacher
5. Substitute
6. Unknown
7. Other __________________

**Other Possible Interventions:**

1. Student Conference
2. Student Contract
3. Seating Change
4. Recovery in Room
5. Phone Parent
6. Time Out
7. Loss of Item/Privilege
8. Loss of recess
9. Curricular modification
10. Social Skills Class
11. Peer Mediation
12. Buddy Instruction
13. Extra Time on Task
14. Verbal Cues
15. Counselor consult
16. Lunch isolation

**Date of Offense**

<table>
<thead>
<tr>
<th></th>
<th>Type of Offense (#)</th>
<th>Suggested Intervention</th>
<th>Others Involved</th>
<th>Possible Motivation</th>
<th>Student Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>Verbal Warning</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2.</td>
<td></td>
<td>Student/Teacher Conference</td>
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<td></td>
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<tr>
<td>3.</td>
<td></td>
<td>Behavior Reflection Sheet and Parental Contact (email)</td>
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<tr>
<td>4.</td>
<td></td>
<td>Parental Contact</td>
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</tbody>
</table>

was contacted after the fourth offense on (Date) at (Time) ________ and informed that offense numbers five and seven will result in an after school clinic, TOR, or other school-based consequences.

**Date of Offense**

<table>
<thead>
<tr>
<th></th>
<th>Type of Offense (#)</th>
<th>Suggested Intervention</th>
<th>Others Involved</th>
<th>Possible Motivation</th>
<th>Student Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>After School Clinic</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
<td>Parental Suspension</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>After School Clinic</td>
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</tbody>
</table>
1. DISCIPLINE CENTERS FOR ALL STUDENTS GRADES K-12

All middle and high school centers are open from 7:00 am - 2:00 pm daily. New student registration is from 7:00 am - 8:00 am each day. Returning students must report by 7:30 am. All middle and high school students must be picked up at 1:30 pm daily.

The elementary center opens daily from 8:00 am - 2:30 pm daily. New student registration is from 8:00 am - 8:30 am each day. All returning students must report by 8:30 am. All elementary students must be picked up by 2:10 pm daily.

Students in grades K-12 may be sent to a discipline center for short term suspension from 1 to 10 days.

a. Enrollment/ Orientation
   1. A parent or legal guardian must accompany a student assigned to a discipline center on the first day and bring AP1 and any additional application paperwork.
   2. Students should bring assignments with them daily. Textbooks, chrome books, and headphones are provided. Students may bring inexpensive headphones for classroom use; staff will not be responsible for personal headphones. No book bags or large purses are allowed.
   3. A student may attend the center of his/her parent’s choice (usually the one closest to his/her home), with the exception of conflicting student circumstances.
   4. Rules and guidelines concerning attendance and behavior while attending the discipline center shall be discussed with both parent and the student.
   5. All students must follow dress code of their home school.
   6. Students misbehaving at the discipline center or not working on curriculum assignments may be dismissed for any part of or the remainder of his/her suspension and all absences shall be recorded as unexcused. The student may be subject to further discipline procedures depending on the nature of any misconduct.
   7. No Transportation will be provided for any student attending a discipline center.

b. Attendance
   1. Recording of student attendance will be entered into the Student Information System (SIS) by the sending school designee on the first day of the student’s return to his/her home school.
   2. Any absence from a discipline center during a suspension is recorded on the Attendance Report (AP2). Any parent documentation for excused absences must be submitted to the homeschool.
   3. All absences while attending the discipline center must be approved by the homeschool.

c. Academic Curricula
   1. Students assigned to the short term discipline sites will continue accessing and using Tier I resources. Students will attend class onsite at the discipline center
and maybe able to access teacher's Google Classrooms and as well as students maybe able to participate through Google Meets-virtual platform. Onsite teacher/facilitators will provide support and coach students through completing lessons and assignments.

d. Student Assignments
1. Discipline centers provide access to instruction aligned to the Louisiana State Standards. Any standard aligned coursework completed by a student while attending a short term discipline center should be credited and recorded as a completed assignment by the teacher of record at the sending school. In the event the completed coursework is not comparable to be accepted by the teacher of record, the student shall be given a reasonable opportunity to complete assignments presented by the teacher.
2. Elementary students must bring school assignments with them to the discipline center.
3. Completed coursework will be recorded at the alternative school for students who received an affirmed expulsion or long-term suspension.
4. All students' progress will be monitored daily by discipline center teacher/moderator. Students will complete Student Assignment Log daily.

e. Academic, Behavioral and Social Emotional Support
1. The above components shall be addressed through a Multi-Tiered System of Supports (MTSS). This system shall provide a continuum of supports across three levels: Tier I - Universal Support; Tier II - Targeted Support and Tier III – Intensive Support. Identification markers and resources shall be utilized to determine the best supports needs for students within each tier while at the short term discipline site.
2. Specialized staff at the short-term discipline center shall provide individual and group counseling support and opportunities for student reflection on negative behaviors. Students shall be provided with Social Emotional Learning curricula that focuses on target problem behaviors. Students shall also be supported with gaining the necessary tools needed to implement replacement behaviors.

f. Student Transition
1. Elementary
   i. All student discipline center transition documents shall be uploaded to the student's home school's assigned Google drive within one school day.
2. Middle/High
   i. Students shall receive a Discipline Center Student Transition letter to be submitted to the home school office upon return and a copy of discipline center transition documents for their records.
   ii. Home schools shall receive the Discipline Center Student Transition Information letter in the "Pony" indicating completion of short –term suspension.
iii. All student discipline center transition documents shall be uploaded to the student’s home school’s assigned Google drive within one school day.

iv. Any additional student document exchange between the discipline center and home school shall be transferred within less than five school days.
DISCIPLINE CENTER
ATTENDANCE & PERFORMANCE REPORT

Student Name ____________________________ SID __________

Referring School ____________________________ Grade ___ Race ___

Beginning Date ____________ Return Date ____________ Sex ___

The above named student has completed attendance time and work assigned as indicated below at this Discipline Center and may now return to the above listed referring school. The documentation for completed assignments is attached and must be returned by the student to the school administrator.

Days Suspended ____  Days Present ____  Dates Absent

The assessments below indicate the student’s compliance with discipline center assignments correlating to the Comprehensive Curriculum. The appropriate assessments are indicated.

- Worked on Task  Yes  No  Mathematics  Unit(s) □
- Completed Assignments  Yes  No  English  Unit(s) □
- Good Classroom Behavior  Yes  No  Science  Unit(s) □
- Good Class Participation  Yes  No  Social Studies  Unit(s) □

Additional Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

D.C. Staff ____________________________ D.C. Location ____________________________

WHITE – School  YELLOW – Student  PINK – Discipline Center
Revised – 10.02.05
STUDENT DISCIPLINARY ACTION
NOTICE TO SUSPEND DRIVING PRIVILEGES

Date

Office of Motor Vehicles
P.O. Box 64886
Baton Rouge, LA 70896

Student Information
Legal Name: ___________________________ Driver’s License No: ___________________________
Last       First       Middle

Mailing Address: ___________________________

Street

City                State                  Zip

Date of Birth: ___________________________

SSN: ___________________________

Date Suspension Started: ___________________________

Parent/Custodial Parent/Guardian
Name: ___________________________ Name: ___________________________
Last       First       Middle

Mailing Address: ___________________________

Street

City                State                  Zip

Telephone: (____)____________________ Telephone: (____)____________________

The above named student has been expelled or suspended from school or assigned to an
alternative educational setting for ten or more consecutive school days in accordance with R.S.
32:431. The governing authority of this school has promulgated rules and regulations to
implement the provisions of R.S. 17:416.1(D). The attached student disciplinary documentation
is being forwarded.

Name of School

________________________

Signature of Principal/Headmaster

(____)

Telephone Number
Directions: In accordance with the provisions of Act 785 of the 2019 Legislative Session, this form is to be used to document the details of each reported incident of harassment, intimidation, and bullying that occurred on school property, at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school. It also is to be used to address cyberbullying.

Date of Report: ___________________________ Date of Incident: ___________________________ Time of Incident: ___________________________

School Name: ___________________________ District Name: ___________________________

Name of Student/Victim (Victim): ___________________________ Age: ___________________________ Grade: ___________________________

Ethnic Origin of Victim: ___________________________ Male □ Female □

Incident(s) Alleged Perpetrator(s): ___________________________

Incident Type of Incident: □ Harassment □ Intimidation □ Bullying □ Cyberbullying

Check all items below that apply:

Types: □ Verbal (names, slurs, ethnic or sexual comments)

Target: □ Physical (kicking, fighting, punching)

Taunting/Teasing: □ Hitting/punching

Mocking: □ Pushing

Making offensive comments: □ Pinching

Teasing: □ Stalking

Demanding comments: □ Inappropriate touching

Other (please state): □ Other (please state)

Emotional: □ Offensive graffiti

Electronic Aggression: (Cyberbullying) □ Offensive text messages

Excluding from group: □ Offensive e-mails

Spreading rumors: □ Sending degrading images

Being forced to do something against his/her will: □ Posting rumors or lies about someone

Taking possessions/money: □ Assuming a person’s electronic identity with the intent of causing harm

Other (please state): □ Other (please state)

Where did the incident happen (choose all that apply)?

□ Classroom □ Lunchroom □ School Bus □ Lookout Room/Area

□ Restroom □ Hallway □ Bus Stop □ Parking Lot

□ On the way to/from school □ Playground □ Internet □ Cell Phone

□ At a school sponsored activity or event off school property

□ Other (Please Specify)

Were there any witnesses? □ Yes □ No

If yes, please provide their names: ___________________________

LOUISIANA DEPARTMENT OF EDUCATION DIVISION OF STUDENT AND SCHOOL LEARNING SUPPORT | SCHOOL DISCIPLINE AND ATTENDANCE SECTION PAGE 1
If you feel the incident was in any way motivated by any of the following please indicate by checking where appropriate.

- Appearance
- Disability
- Gender
- Race/Ethnic Origin
- Religion
- Sexual Orientation
- Other (Please Specify)

Is there any other relevant information that you would like to provide?

Action taken:

<table>
<thead>
<tr>
<th>Possible Interventions</th>
<th>Disciplinary Interventions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student counseling</td>
<td>Temporary removal from the classroom</td>
</tr>
<tr>
<td>Parent conference</td>
<td>Denial of privileges</td>
</tr>
<tr>
<td>Mediation</td>
<td>Detention</td>
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<tr>
<td></td>
<td>Referral to discipline</td>
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<td></td>
<td>In-school suspension</td>
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<tr>
<td></td>
<td>Out-of-school suspension</td>
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<tr>
<td></td>
<td>Expulsion</td>
</tr>
<tr>
<td></td>
<td>Legal action</td>
</tr>
</tbody>
</table>

Have you had contact with the victim's parent/guardian?  Yes  No
Have you had contact with the perpetrator's parent/guardian?  Yes  No
Have you reported this incident to any other agencies?  Yes  No
If "yes" which agencies?

Name of the Person Filing Report
Title
Signature of Person Filing Report  Date