

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,



Sito J. Narcisse, Ed.D.
Superintendent of Schools





Middle and High School Discipline Centers
East Baton Rouge Parish School System
2611 Dayton Street
Baton Rouge, LA 70805
Office (225) 356-2586 Fax (225) 357-2192

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 the 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, nor 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.



**EBR Readiness Elementary
Discipline Center**
1645 N Foster Drive
Baton Rouge, LA 70806
Office (225) 930-5637 Fax (225) 387-0697

Suspension	Expulsion
Registration : 8:00 am-8:30 am daily Hours of Operation : 8:00am – 2:30pm daily	Registration and Orientation: 8:30am to 9:30 am Mondays , Tuesdays, and Wednesdays ONLY Hours of Operation: 8:00 am to 3:25 pm daily
To the Parents/Guardians of Students Assigned to EBR Readiness Elementary Discipline Center	
Responsibilities and Guidelines: <ol style="list-style-type: none"> 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. 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. <u>Students may be dismissed from the Discipline Center for misbehavior or for not working on task and completing assignments.</u> 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 	Responsibilities and Guidelines: <ol style="list-style-type: none"> 1. You must register your child on the first Mondays or Wednesdays following the expulsion hearing decision. Bring this letter along with the AP1/3 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 8:30am to 9:30am. 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.

Student Signature _____

Date _____

Parent/Guardian Signature _____

Please bring this letter and AP1/3 Form to Discipline Center.

www.ebrschools.org

BETTER SCHOOLS. BETTER FUTURES

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



Middle and High School Discipline Centers
East Baton Rouge Parish School System
2611 Dayton Street
Baton Rouge, LA 70805
Office (225) 356-2586 Fax (225) 357-2192

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/withdrawl.

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	
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Middle and High School Discipline Centers
East Baton Rouge Parish School System
2611 Dayton Street
Baton Rouge LA 70805
Office (225) 356-2586 Fax (225) 357-2192

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.

A handwritten signature in green ink that reads 'Tamara Johnson'.

Tamara Johnson, M.Ed., NBCT



School's Name _____

Address _____

Office# _____ Fax# _____

EBRPSS District-wide PBIS Classroom Minor Behavior Tracking Form

Referring Teacher: _____ Date: _____ Class: _____

504: Y/N

Student Name: _____ Gender: M / F Grade: _____

ESS: Y/N

Provide incident location, if other than classroom:

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

Possible Motivations:

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

Others Involved:

- | | | | |
|----------|------------|---------------|----------------|
| 1. None | 3. Staff | 5. Substitute | 7. Other _____ |
| 2. Peers | 4. Teacher | 6. Unknown | |

Other Possible Interventions:

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

<u>Date of Offense</u>	<u>Type of Offense (#)</u>	<u>Suggested Intervention</u>	<u>Others Involved</u>	<u>Possible Motivation</u>	<u>Student Signature</u>
1. _____	_____	Verbal Warning	_____	_____	_____
2. _____	_____	Student/Teacher Conference	_____	_____	_____
3. _____	_____	Behavior Reflection Sheet and Parental Contact (email)	_____	_____	_____
4. _____	_____	Parental Contact	_____	_____	_____

_____ 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.

<u>Date of Offense</u>	<u>Type of Offense (#)</u>	<u>Suggested Intervention</u>	<u>Others Involved</u>	<u>Possible Motivation</u>	<u>Student Signature</u>
1. _____	_____	After School Clinic	_____	_____	_____
2. _____	_____	Parental Suspension	_____	_____	_____
3. _____	_____	After School Clinic	_____	_____	_____

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 2:30 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	
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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: _____
 Last First Middle

Driver's License No: _____

Mailing Address:

Date of Birth: _____

Street

SSN: _____

_____, _____
City State Zip

Date Suspension Started: _____

Parent/Custodial Parent/Guardian

Name: _____
 Last First Middle

Name: _____
 Last First Middle

Mailing Address:

Mailing Address:

Street

Street

_____, _____
City State Zip

_____, _____
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

(____) _____
Telephone Number

Signature of Principal/Headmaster

Louisiana Department of
EDUCATION**HARASSMENT, INTIMIDATION, BULLYING, AND CYBERBULLYING BEHAVIOR CHECKLIST**

Directions: In accordance with the provisions of Act 755 of the 2010 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 Target (Victim) _____ Age _____ Grade _____

Ethnic Origin of Victim _____ ☐ Male ☐ Female

Name(s) of Alleged Perpetrator(s)	Age	Sex	Ethnic Origin

Indicate Type of Incident: ☐ Harassment ☐ Intimidation ☐ Bullying ☐ Cyberbullying

Check all items below that apply:

Verbal	Physical
Name-calling	Kicking
Taunting/ridiculing	Hitting/punching
Mocking	Pushing
Making offensive comments	Pinching
Teasing	Stalking
Demearing comments	Inappropriate touching
Other (please state)	Other (please state)

Emotional	Electronic Aggression (Cyberbullying)
Offensive graffiti	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)?

- | | | | |
|--|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Lunchroom | <input type="checkbox"/> School Bus | <input type="checkbox"/> Locker Room/Area |
| <input type="checkbox"/> Restroom | <input type="checkbox"/> Hallway | <input type="checkbox"/> Bus Stop | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> On the way to/from school | <input type="checkbox"/> Playground | <input type="checkbox"/> Internet | <input type="checkbox"/> Cell Phone |
| <input type="checkbox"/> At a school sponsored activity or event off school property | | | |
| <input type="checkbox"/> Other (Please Specify) _____ | | | |

Were there any witnesses? ☐ Yes ☐ No

If yes, please provide their names _____

Physical evidence, if available

Graffiti

Notes

E-mail

Websites

Video/Audio Tape

Other

If you feel the incident was in any way motivated by any of the following please indicate by checking where appropriate.

☐ Appearance

☐ Disability

☐ Home Circumstances

☐ Gender

☐ Race/Ethnic Origin

☐ Medical Condition

☐ Religion

☐ Sexual Orientation

☐ Other (Please Specify)

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

Action taken:

Disciplinary Interventions	Disciplinary Interventions
Student counseling	Temporary removal from the classroom
Parent conference	Denial of privileges
Mediation	Detention
	Referral to disciplinarian
	In-school suspension
	Out-of-school suspension
	Expulsion
	Legal action

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