

# EAST BATON ROUGE PARISH SCHOOL SYSTEM



*The Office of the Superintendent*

*Sito J. Narcisse, Ed.D.*

August 8, 2022

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 or batteries or two (or more)-on-one fights. Further, the police may be called in instances when there is a fight involving students twelve 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.

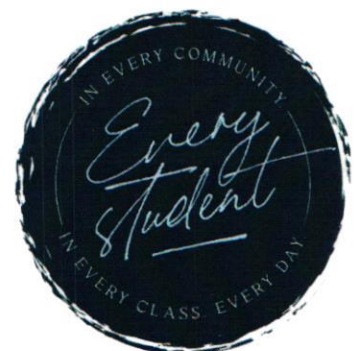
We want students to enjoy their time at school and to be successful; so, let me offer some suggestions:

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 2022-2023.

Sincerely,

Sito J. Narcisse, Ed.D., Superintendent  
East Baton Rouge Parish School System





Middle and High School Discipline Centers  
East Baton Rouge Parish School System  
2611 Dayton Street  
Baton Rouge, LA 70805  
Middle (225) 775-4285 High (225) 757-9679

## 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 10<sup>th</sup> 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**

Suspension	Expulsion
<b>Registration : 8:00 am-8:30 am daily</b> <b>Hours of Operation : 8:00am – 2:30pm daily</b>	<b>Registration and Orientation: 8:30am to 9:30 am</b> <b>Mondays , Tuesdays, and Wednesdays ONLY</b> <b>Hours of Operation: 8:00 am to 3:25 pm daily</b>
<b>To the Parents/Guardians of Students Assigned to EBR Readiness Elementary Discipline Center</b>	
<b>Responsibilities and Guidelines:</b> <ol style="list-style-type: none"> <li>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.</li> <li>2. You must make arrangements to drop off your child between 8:00 and 8:30 am each morning <b>(all students must be seated by 8:30 am)</b> 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.</li> <li>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></li> <li>4. You must provide emergency phone numbers to the Discipline Center in the event we need to reach you for any reason.</li> <li>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.</li> <li>6. <b>Cell phones, bookbags, and all other electronic devices are not allowed at the Discipline Center.</b></li> <li>7. If your child is absent for any reason while attending, you must notify the discipline center immediately. (225) 930-5637</li> </ol>	<b>Responsibilities and Guidelines:</b> <ol style="list-style-type: none"> <li>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.</li> <li>2. You must attend an orientation with your child on the day registered. Orientation is from 8:30am to 9:30am.</li> <li>3. <b>Car Riders:</b> 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.</li> <li>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.</li> <li>5. Further information will be given during Orientation.</li> </ol>

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

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

[www.ebrschools.org](http://www.ebrschools.org)

BETTER SCHOOLS. BETTER FUTURES



**Middle and High School Discipline Centers**  
East Baton Rouge Parish School System  
4375 E. Brookstown Drive  
Baton Rouge, LA 70805  
Office (225) 757-9679

**Discipline Center Office**

4375 E. Brookstown Dr.

- Phone: 757-9679

**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: 757-9679

**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

## 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:**

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<b>D.C. Staff</b>		<b>D.C. Location</b>	
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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



## BULLYING INVESTIGATION FORM

**Directions:** In accordance with Act 861 of the 2012 Legislative Session, this form is to be used to investigate and document the details of each reported incident of 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 or from school.

<b>Date of Report:</b>	<b>School Name:</b>	
<b>District:</b>	<b>Date of incident:</b>	<b>Time of incident (if known):</b>

**INTERVIEWS CONDUCTED:** (Check all that apply and attach a separate sheet if necessary.)

☐ **Interviewed Reporter** **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Description of alleged bullying:**

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☐ **Interviewed Alleged Victim(s)** **Name(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Description of alleged bullying:**

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☐ **Interviewed Alleged Offender(s)** **Name(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Description of alleged bullying:**

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☐ **Interviewed Witness(es)** **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Description of alleged bullying:**

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## BULLYING INVESTIGATION FORM

☐ Interviewed Parent(s)/Guardian(s) of Alleged Victim: Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Summary of the interview:

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☐ Interviewed Parent(s)/Guardian(s) of Alleged Offender: Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Summary of the interview:

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Any prior documented incidents by the alleged offender? ☐ Yes ☐ No

### DOCUMENTATION AND NOTIFICATION REQUIREMENTS

Date of incident report:	Date investigation began:	Date investigation completed:
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### INVESTIGATION DETERMINATION

Name(s) of alleged victim(s)	Age	Sex	Grade
Name(s) of alleged offender(s)	Age	Sex	Grade
Name(s) of witness(es), if applicable			



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

- ☐ Classroom ☐ Lunchroom ☐ School Bus ☐ Locker 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) \_\_\_\_\_

**Check all items below that apply:**

**VERBAL**

- ☐ Name-calling ☐ Taunting/ridiculing ☐ Mocking ☐ Making offensive comments ☐ Teasing ☐ Demeaning comments  
☐ Other (please state) \_\_\_\_\_

**PHYSICAL**

- ☐ Kicking ☐ Hitting/punching ☐ Pushing ☐ Pinching ☐ Stalking ☐ Inappropriate touching  
☐ Other (please state) \_\_\_\_\_

**EMOTIONAL**

- ☐ Offensive graffiti ☐ Excluding from group ☐ Spreading rumors ☐ Being forced to do something against his/her will  
☐ Taking possessions/money ☐ Other (please state) \_\_\_\_\_

**ELECTRONIC AGGRESSION**

- ☐ Offensive text messages ☐ Offensive e-mails ☐ Sending degrading images ☐ Posting rumors or lies about someone  
☐ Assuming a person's electronic identity with the intent of causing harm ☐ Other (please state) \_\_\_\_\_

**Physical evidence, if available:** ☐ Graffiti ☐ Notes ☐ E-mail ☐ Websites ☐ Video/Audio

Incident reported to parent/guardian of **alleged victim** within one school day of receipt of bullying complaint?

☐ Yes ☐ No **Initials of school official:** \_\_\_\_\_

Incident reported to parent/guardian of **alleged offender** within one school day of receipt of bullying complaint?

☐ Yes ☐ No **Initials of school official:** \_\_\_\_\_

**Additional pertinent information gained during investigation:** (attach a separate sheet if necessary)

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**Based on this investigation, the school administration determines the following:**

There was a determination of bullying? ☐ Yes ☐ No

☐ Yes – Take prompt and appropriate disciplinary actions pursuant to R.S. 17:416 and 416.2

☐ No – If a violation of the another provision in the student code of conduct, take appropriate action.

Upon completion of an investigation, the principal/designee will notify the reporter and parents/legal guardian of the students involved of the findings and the result of the investigation.

Student	Parent/Guardian	Date of Notification	Method of Notification	Notes

**Summary of Investigation:**

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<b>Principal/Designee Signature:</b>	<b>Date:</b>
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