

DISCIPLINE

Every student of D'Arbonne Woods Charter School shall be held to a high standard of behavior at school, on the playgrounds of the school, during extra-curricular activities, during athletic events, and even while traveling to and from school. At all times the students of D'Arbonne Woods Charter School shall be expected to exemplify model student behavior.

To this end, the Executive Director and classroom teachers shall have both the authority and duty to take appropriate action whenever the behavior of any pupil(s) interferes with or disrupts the maintenance of a proper atmosphere for learning. Disciplinary action, however, shall not be used against a student who, according to the preponderance of evidence, was attempting to defend himself/herself against an aggressor.

An education cannot exist without an orderly classroom and school environment. The Executive Director and classroom teachers are expected to take disciplinary action, following school policy, to correct pupils who disrupt normal classroom activities or violate acceptable classroom behavior standards, who are disrespectful to a teacher, who willfully disobey a teacher, who use abusive or foul language directed at a teacher or other pupil, who violate school rules, or who otherwise interfere with an orderly educational process.

Refusal by Executive Director or classroom teacher to use corrective measures and sound classroom management techniques breaches the accountability considered essential to the provision of an environment conducive to learning. Such a lack of action on the part of the Executive Director or classroom teacher shall be considered as a violation of the individual's employment contract and may result in immediate termination.

Disciplinary action taken by the Executive Director or classroom teacher may include, but is not limited to the following:

1. Oral or written reprimand in the case of first time violations.
2. Referral to a guidance counselor, if one is available, for a counseling session, which may include but not be limited to, conflict resolution, social responsibility, family responsibility, peer mediation, or stress management.
3. Written notification to parents of disruptive or unacceptable behavior, a copy of which shall be filed with the Executive Director.
4. Assignment to an after-school or Saturday detention program.
5. Other disciplinary measures as permitted by school policy.

If the behavior of a pupil prevents the orderly instruction of other pupils, poses an immediate threat to the safety of pupils or to the teacher, or when a pupil exhibits disrespectful or threatening behavior toward a teacher, the pupil shall be immediately removed from the classroom by the teacher and placed in the custody of the Executive Director.

In the case of a student who has been removed from a class and placed in the custody of the Executive Director, the Executive Director shall conduct a parent conference to discuss the particular misconduct. This session shall serve the purpose of advising the student and parents and/or guardians of the particular misconduct of which he/she is accused, giving the pupil an opportunity to explain his/her version of the misbehavior, and establishing a course of action consistent with school policy to identify and correct the behavior for which the person is being disciplined. In such cases the parents and/or guardians will be informed of the unacceptable behavior displayed by the student and the likely consequences of any future instances of rules and/or policy violations. The Executive Director shall report the number of such sessions to the Board each month.

Any student who is removed from a class shall not be allowed to return to the class or any other class until the parent conference is completed, or at the discretion of the Executive Director.

In the second instance that a student has been removed from a class, and not necessarily the same class or for the same infraction of the rules, the student shall not be allowed to return to the class or any other class until the Executive Director has conducted a conference with the parents and/or guardians of the student to discuss the student's lack of adherence to the school's rules. Following the completion of the conference, the student shall be suspended for not less than one (1) day, or more than three (3) days, the same to be at the discretion of the Executive Director. All suspensions shall be reported to the Board of Directors each month. The report shall include student's name, the number of days of the suspension, and the reason(s) for the suspension. This report shall be made in such a manner as to not reveal the student's name to the general public.

In the third event that a student has been removed from a class, and not necessarily the same class or for the same infraction of the rules, the student shall be suspended from the school for a period of not less than three (3) days, and not more than nine (9) days. Following the suspension period, the Executive Director shall conduct a conference with the student's parents and/or guardians and advise them that in the event the student is removed from a class for the fourth time, he/she will be recommended to the Board of Directors for expulsion from the school for the remainder of the school year. All expulsions shall proceed under the requirements of that specific policy.

Violations of school policies and/or rules of behavior, whether the same occurs within a classroom setting or otherwise, shall all be processed in a like manner.

Parents or guardians who fail to attend scheduled parent conferences shall delay return of their child to the classroom. No exceptions to the required parent conferences

shall be allowed. In each case, a parent and/or guardian must accompany the student back to school following a period of suspension.

SPECIFIC INFRACTIONS AND CONSEQUENCES

The following are considered minor infractions and may be corrected by the Executive Director and/or classroom teacher without removal from class or specific disciplinary action unless the behavior continues after specific directive to cease and desist, or repeating the same violations of rules:

- Talking in class without permission
- Tardy for class
- Loud talking in hallways
- Running in hallways
- Pushing or shoving of students in a non-harmful manner
- Walking or running in restricted areas of the campus
- Violation of the student uniform policy and/or the “Student Grooming and Dress Standards”
- Lack of proper classroom preparation (i.e., preparing homework or assignments)
- Lack of proper classroom participation
- Failure to comply with the school’s “Classroom Behavior Standards”

Any of these violations and other minor infractions, if repeated, will result in removal from a classroom and a parent conference.

The following are considered major infractions and shall result in the student being removed from the classroom and placed in the custody of the Executive Director:

- Willful disobedience of an employee of the school

- Any treatment with intentional disrespect of any employee of the school, Advisory Committee member, Board of Directors member, or parent volunteer.
- Making any unfounded charge against any of the above
- Making any intentional unfounded charge against another student
- The use of any unchaste and/or profane language
- Any harmful action that is directed towards any employee, volunteer or student of the school
- Any “bullying” of a student by any other student or students
- Any “public display of affection” between students
- The use of any tobacco, tobacco products, or the possession or use of alcoholic beverages or any controlled substance governed by the Uniform Controlled Dangerous Substances Law, in any form, in school buildings, on school grounds, on school buses, or at any school event sponsored by D’Arbonne Woods Charter School
- Use of, or operation of any electronic devices, including mobile telephones
- Leading or participating in any disturbance of the school’s normal activities
- The habitual violation of any school rule
- Knowledge of and failing to report any violation of school policy by another student
- Failure to appear at school (playing hooky)
- Falsifying and/or committing forgery of any school related document, or giving false statements to officials of the school.
- Habitual/repetitive tardiness, leaving class without permission, or cutting class for any reason
- Violation of traffic and safety laws and/or school rules pertaining to the same

- Violation of D'Arbonne Woods Charter School policies regarding proper grooming and dress

Any minor or major infraction committed by a student, whether the infraction is a first time infraction or a repeat infraction, may result in the student being required to attend an after-school or Saturday detention program, even when the infraction did not include the student's removal from the classroom. The Executive Director or any classroom teacher shall have the authority to assign a student to a detention program by notifying the Detention Program Coordinator through the filing of a Detention Referral Form.

All student detention programs shall comply with the school's Student Detention Program Guidelines. The assignment of a student to a detention program may or may not result from an infraction that includes his/her removal from a classroom and may occur prior to or following a parent conference on the matter.

The following are considered serious infractions and shall be reported to the Board of Directors for expulsion:

- Willful destruction or marring of any part of the D'Arbonne Woods Charter School property, including buildings, furniture, equipment, books, computers and/or software programs, playground equipment, buses, or any other property contracted to or owned by D'Arbonne Woods Charter School. At the very minimum, the student shall not be allowed to return to school until full restitution has been made to the school as determined appropriate by the Board of Directors.
- Throwing any missile or dangerous object that is likely to injure another student or employee of D'Arbonne Woods Charter School while on the campus, on a bus, or while attending any school sponsored function.

- Any act of theft of property belonging to the school, another student, or any employee or volunteer of the school.
- Conviction of a violation of any city, parish, or state ordinance or statute.

The following violations shall result in immediate expulsion:

- ***After committing the third suspendable violation***, if a student commits a fourth, he/she shall be immediately removed from the school and recommended for expulsion.
- If a student is found to have possessed, or possessed with the intention to distribute, any illegal drug or substance, whether on the school campus or otherwise, the student shall be immediately removed from the school and recommended for expulsion
- If a student is found to possess, on D'Arbonne Woods Charter School property, a knife or any other dangerous instruments, the Executive Director shall report the incident to the Board of Directors and recommend appropriate action.
- If a student is found to possess a firearm of any description on the school property, whether on their person, lockers, case, etc.. whether on a bus, or at a school sponsored event, or in any firearm free zone, the student shall be immediately removed from the campus and recommended for expulsion.

Any violations involving drugs, knife or weapon, or a firearm shall be reported to the Farmerville Police Department, or the Union Parish Sheriff's Office or appropriate law enforcement agency immediately.

Any student that is expelled from the school for any violation of policy cannot be readmitted to the school without the specific approval of the Board of Directors.

PARENT CONFERENCES

In any case where a parent conference is required, parents and/or guardians must participate in the conference at the designated time and place, or their child shall not be allowed to continue to attend classes at the school. The Executive Director may permit a student to continue to attend classes on the day of the infraction, but under no circumstances shall the student be allowed to attend classes on any subsequent day unless the parent conference has been conducted, or at the discretion of the Executive Director.

Under no circumstances shall a student who has been suspended from the school be allowed to return to the school until the required parent conference is held.

Parent conferences shall include the Executive Director and/or the classroom teacher from whose class the student was removed (if appropriate), other such school personnel as may be appropriate, the parent(s) or guardian(s), and the student in question. The conference shall result in the parent or guardian being supplied with the report of specific behavior issues involving the student in question, and an explanation of the desired behavior that is expected of the students. The conference shall also include a discussion of the likely disciplinary action that will be taken if the same student violates school policies at some future date. The conference discussions, including any response of the parent or student, shall be documented and recorded for future reference.

DOCUMENTATION

All disciplinary referrals made by a classroom teacher and disciplinary actions taken by a classroom teacher shall be documented and kept on file in the classroom

teacher's records. All disciplinary actions taken by the Executive Director or classroom teacher shall be documented and kept on file in the school office.

PARENTAL APPEAL

The parents of any pupil suspended or recommended for expulsion from the D'Arbonne Woods Charter School who believes the suspension or expulsion is unjustified, shall have the right to request a hearing before the Board of Directors. In such cases the request must be made in writing to the Board of Directors. Upon receiving such a request, the Board of Directors shall schedule a hearing within ten (10) days. Attendance at the hearing shall be limited to the parents and legal counsel if present, the student, the Executive Director, Teacher(s), the school's legal counsel, and any other D'Arbonne Woods Charter School employee who has knowledge of any facts involving the matter.

Following the hearing, the Board shall decide to sustain or reverse the suspension in a case involving a suspension, or to approve or deny a recommendation for expulsion in a case involving an expulsion. The action of the Board following such a hearing is final and the Board shall undertake no further consideration of the matter.

DISCIPLINE POLICY REVIEW

Annually the Board shall review all policies of the school that are related to student discipline and make such changes as may be appropriate.

EXPULSION

The Board of Directors of D'Arbonne Woods Charter School shall expel a student from school if an offense committed by the student is serious enough to warrant such action or is in violation of school policies, rules, regulations, or is in violation of state or

federal law. Upon receiving a recommendation for expulsion of a student from the Executive Director, the Board of Directors shall conduct a hearing to determine whether expulsion or other disciplinary action shall be taken. At the hearing, the Executive Director, a teacher, and any other employee of the school who has any knowledge of such violation(s) as may have been committed by the student shall be heard and all relevant facts presented relative to the case.

Until the hearing is conducted, the student shall remain suspended from all classes and school activities.

The hearing regarding a recommendation for expulsion shall be closed to the public. The student may be accompanied by a parent(s) or guardian(s) only. The hearing shall begin with a presentation of facts by the Executive Director, a Teacher and/or other school employees, followed by a specific recommendation that the student be expelled from D'Arbonne Woods Charter School. Following the presentation of facts and recommendation, the student and his/her parent(s) and/or guardian(s) shall be given an opportunity to present any facts which they believe to be relevant to the recommendation. If either side intends to present witnesses that will substantiate or support their position, this must be made known to the Board at the beginning of the hearing. Witnesses will only be allowed to remain in the hearing during the time of their testimony.

Following the hearing the Board shall vote to approve or deny the recommendation of expulsion. In the case that the expulsion recommendation is denied, the Board shall determine the appropriate disciplinary action that shall be taken in the case.

D'Arbonne Woods Charter School is a school of choice and makes clear its policy on discipline and the requirements of parental involvement in enforcing policies conducive to learning, any student who is expelled from the school will not be allowed admission at any time in the future without specific approval from the Board of Directors.

MANDATORY EXPULSION

The Board of Directors of D'Arbonne Woods Charter School shall expel any student who is found guilty of any one of the following offenses:

1. Possession of an illegal drug or substance, possession with intent to distribute an illegal drug or substance, or having knowledge of and failing to report others who are in possession of an illegal drug or substance, whether the possession is with intent to distribute or not, when such is on any school property or during any school sponsored event.
2. Possession of a knife or any other dangerous instrument while on any school property or during any school sponsored event.
3. Possession of a firearm while on any school property or during any school sponsored event.
4. After having been suspended from the school for the third time, if a student commits a fourth violation that results in suspension, he/she shall be immediately removed from the school and recommended for expulsion [Also see the Discipline Policy]

Possession shall include the holding of any of these items on the student's person, in an assigned locker, or any form of carry bag.

This policy would not apply to a student carrying any controlled dangerous substance that has been obtained directly or due to a valid physician's prescription order. In the case of a prescription, the drug must be carried at all times in a container that identifies the drug and the physician's authorization in order that such may be verified on a case-by-case basis if deemed appropriate by the Executive Director.

ADDITIONAL REASONS FOR EXPULSION

A student may be expelled for any of the following reasons:

1. Any student, after being suspended for committing violations of any discipline policy of the school or other rule infraction, depending on the severity of the behavior involved, may be expelled upon recommendation to the Board of Directors.
2. Any student who brings onto the school's campus any weapon, including but not limited to, any device designed to expel a projectile or any destructive device, any explosive, incendiary, or poison gas bomb, grenade, rocket missile, mine, and similar devices shall be expelled in accordance with federal regulations that address these matters.
3. Any student who is convicted of a felony or is incarcerated in a juvenile institution for any act which had it been committed by an adult would have constituted a felony, shall be expelled upon recommendation to the Board of Directors.
4. Any student who has been suspended for the fourth time during a school year shall be expelled upon recommendation to the Board of Directors.