

# **Student/Parent Handbook**

## **2017-2018**



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## DISCLAIMER

The statements set forth in this Handbook are for informational purposes only and though we use these statements as a basis for an agreement between students and families, rules and regulations are subject to change. While statements made in this Handbook will ordinarily be applied as stated, Kenilworth Science and Technology reserves the right to change any provision listed in this Handbook without actual notice to individual students. Every effort will be made to keep students advised of any such change –except those that apply to state and federal laws. For the most current version of the Kenilworth Student/Parent Handbook, see the online version on the school website at <http://www.kenilworthschool.org/>.

The principal or a designee is required to plan and implement an effective means of orientation concerning the **Student Rights and Student Responsibilities and the school's discipline policy in the handbook**. Students and teachers will go over the handbook during the first five days of the school year. Students who enroll after the start of the school year will attend a similar orientation within five days of their enrollment date.

Students and parents will receive a handbook during orientation or the first day of school. Parents and students must read and sign the signature receipt form to verify that the parents have received a copy of the handbook or current revisions and must be returned to the school. Failure to receive a handbook or to attend an orientation is neither a defense nor an excuse to limit any discipline measures.

<p><b>NOTE:</b> State law requires that the Student Code of Conduct be shared with parents/legal guardians, students, and teachers and be reasonably and consistently enforced.</p>
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## MESSAGE FROM THE PRINCIPAL

Dear student and parent/guardian;

Kenilworth Science & Technology School is a college preparatory school where we believe that each student can achieve success through hard work and excellent preparation. At Kenilworth Science & Technology School, students will prove, through achieving high state test scores, top winning science projects, and much more that each student is dedicated to attaining the most ambitious goals possible. Our rules are established so that in the future, each student will develop into outstanding professionals. We teach each student that setting high standards for him / herself involves more than just academics – it also includes ethics, social skills, and maintaining personal appearance. Therefore, we ask that each of you uphold the standards that we have set.

The purpose of this handbook is to make important information to parents/guardians and students easily accessible. This handbook provides academic and general information, policies and procedures, and the Kenilworth Science & Technology School (KST) student code of conduct. Students and parents are expected to read, understand, and comply with all provisions of this handbook. KST reserves the right to modify or amend this handbook, as warranted, at any time.

KST is firmly committed to a strong and harmonious working triad among the student, parent, and teacher. We encourage parents to get involved at Kenilworth Science & Technology School's PTO, parent/teacher conferences, school activities, etc. We also encourage each student to get involved at Kenilworth Science & Technology School through clubs, sports, and organizations. Your participation in programs helps you to learn lessons that go far beyond the classroom.

Remember, in order to make a difference in the world, you will need to first start making a difference in yourself today. I wish you the very best for an outstanding 2017-2018 school year! Don't forget, your ultimate goal is to go to college for a better future.

Please take the time to read this document and discuss it with your child. The staff at Kenilworth is available to answer any questions you have about this handbook and the student code of conduct.

Sincerely  
Hasan Suzuk, Principal

## INTRODUCTION

Pelican Education Foundation is the governing body responsible (pursuant to La. R.S. 17:252) for development and maintenance of Kenilworth Science & Technology School's master discipline plan. As part of the plan, this student handbook provides for a student code of conduct and information for parents regarding the School System, and management of student behavior and discipline.

The School System's Master Plan for Discipline requires each school to have a discipline plan that includes school-wide expectations to promote Positive Behavioral Interventions and Support (PBIS). The PBIS team is required to analyze discipline data monthly and to implement effective behavioral interventions for all students as a means of promoting expected behavior school-wide.

As part of the Master Plan, the Pelican Educational Foundation Board reviews the Master Plan and Student Code of Conduct, safe school planning, parental community involvement, and other relevant information in order to develop a better system. The overall goal of the School's System's Master Discipline Plan is to provide positive climate within the school and reduce the number of suspensions for minor infractions. The Board expects higher achievement, higher school performance scores, increased student attendance and lower dropout rates with the implementation of Positive Behavior Interventions and Support (PBIS).

Kenilworth Science & Technology School's PBIS plan includes activities for teaching and encouraging expected behaviors. The plan is communicated to students/families, **including weekly behavioral reports "paychecks,"** and school-wide strategies for teaching and reinforcing behavior and consequences for both positive and negative behavior.

## MISSION

Kenilworth Science and Technology Charter School creates a safe, healthy and student-centered learning environment that cultivates knowledge and skills necessary for academic excellence, STEM careers, and character development.

## CORE VALUES

Community  
Ownership  
Resilience  
Engagement

## VISION

Kenilworth Science and Technology Charter School's vision prepares students for high school, college, and competitive career opportunities through an innovative approach and challenging STEM-focused curriculum with the goal of empowering students to become productive and responsible citizens.

## 1. RIGHTS AND RESPONSIBILITIES

All students attending KST have certain rights and responsibilities. The following are some, but not necessarily all of the students' rights and responsibilities:

### 1.1. STUDENTS RIGHTS AND RESPONSIBILITIES

Rights	Responsibilities
<b>Education/ Learning Environment</b>	
<ul style="list-style-type: none"><li>• Students have a right to a public education.</li><li>• Receive an explanation of the rules to which they are expected to follow.</li><li>• Students have the right to an orderly school and classroom environment, which promotes learning for all students.</li><li>• Receive discipline which is fair, nondiscriminatory, and consistent with school policy.</li></ul>	<ul style="list-style-type: none"><li>• Students are responsible to behave in a way that does not interfere with others right to a free education.</li><li>• Students are responsible for academic honesty.</li><li>• Students have the responsibility to use polite/respectful language at all times and to ensure that their actions do not disrupt or damage the learning environment or school.</li><li>• Respect the rights, feelings, and property of all <b>PEOPLE</b> in and around the school. <i>Including students, staff, and visitors.</i></li></ul>
<b>Safety</b>	
<ul style="list-style-type: none"><li>• Students have the right to an educational environment that is safe and free from threats and harassment.</li><li>• Have the right to report any incidents of verbal or physical threats, "bullying," intimidation, or abuse.</li></ul>	<ul style="list-style-type: none"><li>• Students have the responsibility to refrain from violence and unsafe actions. They must refrain from threatening or harassing others. Students have a responsibility to inform school authorities of any similar behaviors/problems.</li></ul>
<b>Transportation</b>	
<ul style="list-style-type: none"><li>• Students have a right to safe and orderly school transportation and even in the event of activities when the school provides transportation.</li></ul>	<ul style="list-style-type: none"><li>• Students have the responsibility to act safely with good manners while being transported. Students must refrain from hazardous actions or those prohibited by law/school policy.</li></ul>
<b>Attendance</b>	
<ul style="list-style-type: none"><li>• Students have the right to attend school within boundaries of the law and school policies.</li></ul>	<ul style="list-style-type: none"><li>• Students are responsible to attend school every day, all day! (unless an excused absence)</li><li>• Be punctual and prepared. Bring needed materials and do homework.</li></ul>
<b>School Communications (Accessing important information)</b>	
<ul style="list-style-type: none"><li>• Students have the right to be informed about rules and requirements that regulate school or school activities.</li></ul>	<ul style="list-style-type: none"><li>• Students are responsible to bring home to any important information such as: rules, report cards and weekly behavior reports "paychecks," disciplinary/truancy notices, etc.</li></ul>

Privacy/Searches	
<ul style="list-style-type: none"> <li>Students are protected from unlawful search or seizure of personal possessions without reasonable cause.</li> </ul>	<ul style="list-style-type: none"> <li>Students are responsible for any items on their person/belongings. To ensure safety materials/items that are potentially hazardous are not permitted and student must comply with any searches of their person/belongings.</li> </ul>
Expression/Religion	
<ul style="list-style-type: none"> <li>Students have the right to express themselves in speech, writing/symbolism within boundaries of the law and school policies.</li> <li>Students have the right to their own religious beliefs and practices within boundaries of the law and school policies.</li> </ul>	<ul style="list-style-type: none"> <li>Students are responsible to ensure any expression does not disrupt learning, present health/safety hazards, infringe on the rights of others, or school policies.</li> <li>Students have the responsibility to ensure they do not violate other students' religious freedom or disrupt learning.</li> </ul>

## 1.2. PARENTS/GUARDIANS RIGHTS AND RESPONSIBILITIES

The following includes some, but not necessarily all, of the rights and responsibilities of the students' parents/guardians with respect to the students' education:

RIGHTS	RESPONSIBILITIES
<ul style="list-style-type: none"> <li>Obtain a copy of school rules relating to student behavior and disciplinary procedures.</li> <li>Obtain clarification from Kenilworth Science &amp; Technology School on any matter.</li> <li>Be contacted promptly if their child is involved in any incident that may result in suspension or expulsion.</li> <li>Meet with teachers/administration about concerns such as disciplinary matters or academic performance.</li> <li>Receive regular official reports of their child's academic progress and attendance.</li> <li>Read all school records pertaining to their child, at times mutually convenient to the parent and Kenilworth Science &amp; Technology School.</li> <li>Assert all rights to due process contained in school rules, including the right to appeal the disciplinary action.</li> <li>Be treated with respect</li> </ul>	<ul style="list-style-type: none"> <li><b>Parents or guardians must provide current contact information such as home address, home phone number, cell number and promptly give the school notice of any change in status concerning family information during the school year. Call the front office and inform them of changes.</b></li> <li>Encourage their child to comply with school rules.</li> <li>Ensure students arrive to school in school uniform with a binder/folder for work</li> <li>Use appropriate and respectful language when dealing with school staff about discipline issues.</li> <li>Assist their child in arriving at school on time and with all necessary materials. Ensure regular school attendance.</li> <li>Attend parent conferences.</li> <li>Provide Kenilworth Science &amp; Technology School with explanations for student absences or tardiness.</li> </ul>



### 1.3. STAFF MEMBERS RIGHTS AND RESPONSIBILITIES

The following includes some, but not necessarily all, of the staff members' rights and responsibilities:

RIGHTS	RESPONSIBILITIES
<ul style="list-style-type: none"><li>● Be treated with respect.</li><li>● Teach in schools which are safe.</li><li>● Receive additional training and professional development as necessary.</li><li>● Receive support from school administrators in the implementation of academics and discipline policies.</li></ul>	<ul style="list-style-type: none"><li>● Ensure all students learn.</li><li>● Model expected behavior for students.</li><li>● Instruct students about appropriate behavior, conflict management, classroom rules, and disciplinary consequences.</li><li>● Be in regular attendance and on time.</li><li>● Treat students and parents with respect.</li><li>● Communicate regularly with parents and students about the child's academic progress and conduct.</li></ul>

## 2. DRESS AND GROOMING

**Kenilworth Science & Technology School has a uniform policy to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Students will be expected to arrive in dress code every day. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. In order to help ensure proper and acceptable behavior by students, KST has established certain guidelines to aid parents and students in selecting attire for school wear. These guidelines can be found in the Kenilworth Science & Technology student code of conduct. However, the final determination of acceptable dress and grooming rests with the principal or his designee.**

Your cooperation is essential and appreciated.

This is a mandatory policy and clothing should not deviate from the approved list. Please contact the school if you have any questions.

If the violation involves purchasing a new item all students attending Kenilworth Science & Technology School will have ten days to correct and begin wearing the mandatory uniform.

The dress code requirements for the student uniforms at Kenilworth Science & Technology School are as follows:

All uniforms must be neat and CLEAN daily.

## **GIRLS and BOYS:**

### Uniform Shirts:

- School shirts to be purchased from the office.
- Uniform shirts must be worn and tucked in under ALL Kenilworth sweaters, cardigans, and jackets.

### Undershirts:

- Long-sleeve thermals are allowed under Kenilworth uniform shirt. Solid color: White, blue, black or cream (no other colors are accepted).

### Pants

- Long khaki or navy pants ONLY (no cargo, shorts, capris, joggers, stretch or tight fitted pants). Pants must fit at the ankle. Waistband must fit at the waist. No low-waist pants are permitted. Pants legs should not be rolled up.
- Sagging is not permitted.

### Skirts

- NO SKIRTS-unless it is due to religious preferences (a written letter must be submitted by a religious official (pastor, priest, rabbi, etc.)). Skirts must fit below the knee.

### Belts:

- Students should wear a belt. The belt MUST be a solid color: white, blue, black or brown with a standard size (2 inches by 2 inches). No derogatory graphics or language allowed. The belt must fit into all the loops and remain buckled. No part of the belt may be hanging.

### Spirit Shirts:

- May be worn on designated dates (school will notify parents of these specific dates). Only shirts purchased from the school may be worn. T-shirts will be available for purchase in the front office during the school year.

### Footwear:

- **Students are not allowed to trade shoes; Kenilworth will not be responsible for lost or stolen shoes.**
- No bright colors such as highlighter or neon colors are allowed.
- No sandals, flip-flops, clogs, wedges, high heels, crocs, shoes above the ankle, platform shoes, or boots (including snow boots) will be allowed.
  - No mismatched shoes
  - No light-up shoes

### Purse Size

- No bigger than a letter size paper (8½ x 11”).

## **Additional Dress Code Requirements and Limitations:**

In addition to making sure you are wearing Kenilworth Science & Technology School uniform, KST requires that students follow these additional guidelines:

### Sweatshirts, cardigans, and jackets:

- Navy blue Jacket (with school logo)
- Navy blue Cardigan (with school logo)
- Navy blue Sweatshirt (with school logo)
- Uniform sweatshirt must be purchased at the front office. Parents are encouraged to embroider their child's name on the top left or right of the sweatshirt. Student names

should not be written on the back of the sweatshirt. ONLY students first and last name are allowed on the sweatshirt, no other writings, nicknames, #s, etc. are allowed.

- Non-Kenilworth jackets MUST be turned in to homeroom teacher during study hall and retrieved at the end of the day.
- No sweater or jacket will be allowed to be tied around the neck or shoulders.

**The following cannot be worn:**

- Boys and girls may not wear jewelry and accessories such as rings, bracelets, and necklaces.
- Hoops larger than a quarter, feathers, long-drops etc. are not allowed due to safety concerns.
- Boys are not permitted to wear earrings.
- Cosmetic make-up, including but not limited to mascara, eyeliner, blush, lipstick,
- Facial and body piercings are not acceptable.
- Extreme hairstyles are not permitted (i.e. spiked hair, colorful weave, tail, extreme color, no hair designs, including hair feathers etc.) Hair should be a natural color. No hairstyle should be a classroom and/or campus distraction.
- Sunglasses/fake glasses are not permitted/ any object that has no reasonable use and may be a distraction can be confiscated.
- Hats, caps, and other headgear are not to be worn in the building.
- No jeans (unless given permission), stretch pants, joggers, sweat pants, warm-ups, wind-pants or leggings are allowed.
- No head scarves (except for religious purposes), neck scarves, bandanas, hats, hairnets, or extreme bows sizes.
- All students are prohibited from wearing T-shirts or other articles of clothing that display violence, gang symbols, profane, or obscene language; gestures or inferences of profanity; or advertisement of tobacco, alcohol, drugs, or illegal substances. Students wearing such clothing will be asked to remove the offensive article, turn it inside out or in extreme cases, be sent home.
- All students are prohibited from wearing or using mouth grills or any removable mouth jewelry (including foil) and wearing body piercing jewelry such as eyebrow piercings, nose rings, heavily stretched ear loops, tongue rings, and other similar body piercings jewelry of facial jewelry.

**The following may be worn:**

- Bows should be medium in size or smaller. No hanging-chains. Headbands are allowed, but must not be worn around the forehead. Girls' hair should be combed down (not wrapped) upon entrance into the school building.
- Religious necklaces are permitted, but they should be inside of the shirt.
- Girls may wear one pair of STUD earrings or very small hoops that are no larger than a quarter.
- Boys and girls hair should be kept neat, clean, and out of the face at all times.
- Mohawks (1 inch) – no extreme color.

**The following may not be brought:**

- No-dog or wallet chains are allowed.
- No rat-tail combs, hair sponges, metal picks, gum, food, drinks or sunflower seeds.
- Perfume/cologne/body spray/scented lotion should not be brought to school or used during the day as many students may have allergies.

- PE uniforms are permitted only in PE classes.
- Only travel size lotion and deodorant are allowed (2oz).
- Students are not allowed to bring hairsprays, bottled nail polish, and curling irons on campus.
- Cosmetic make-up, including but not limited to mascara, eyeliner, blush, and lipstick.
- No electronics (music players, tablets, video games, kindle, pagers, cameras, headphones, etc.)
- No lasers, compasses, scissors, rubber bands etc.

The school reserves the right to add to this list as concerns or problems arise.

### 3. STUDENT ATTENDANCE

Louisiana requires students to attend school for a certain number of days to be promoted to the next grade and earn credit for a course. Under the law, students must attend school from age 7 to 18 or until they graduate from high school. Students are required to attend school regularly to earn credit and be eligible for promotion to the next grade. The success of Kenilworth Science & Technology School's educational program is based on the daily presence of the students and requires continuity of instruction and classroom participation. In addition, the regular contact of students with one another in the classroom and their participation in well-planned instructional activities under the guidance of a competent teacher are vital to the success of the educational program. For these reasons, the administration, faculty and staff of Kenilworth Science & Technology School will frequently talk about the importance of students being in class and on time. Promoting and fostering consistent student attendance requires a commitment from the administrators, teachers, parents, and students. No single individual or group can successfully accomplish this task. Members of Kenilworth Science & Technology School will do all they can to encourage and support student attendance. This ranges from creating a pleasant and safe physical environment to providing meaningful learning experiences and opportunities in every class. In addition, professional staff will:

- keep accurate attendance records for excused and unexcused absences,
- require an admit slip from a student returning from an absence and follow through appropriately if the student does not have one,
- incorporate defined, daily participation as part of the teaching/learning process for each grading period, and
- require accountability for students to complete work they missed while absent including homework, projects, quizzes, tests, and other assignments.

We ask that you, as a student, do all you can do to attend school every day. If you have any problems with attendance, please speak with the attendance clerk.

It is expected that all students will be in class as much as possible. Report cards that are sent to parents at the end of each nine-week period will show the number of days missed. A student must be in attendance a minimum of 90% of the time that school is in session in order to receive credit for each course in which he/she is enrolled. Absences due to school-sponsored activities will not count against attendance requirements. Absences for a student entering school will be based on a student being in attendance 90% of the remaining days. Guidelines have been established for *school related absences*, *excused absences*, *unexcused absences* and *tardiness*.

A student is considered to be in attendance when he or she is physically present and officially documented by school personnel, or is participating in an authorized school activity and is under the supervision of authorized school personnel.

### **3.1. ABSENTEEISM AND TRUANCY**

If a student has one or more tardies or unexcused absences, the parent/guardian can expect the school to take one or more of the following actions:

- Phone call or letter to parent/guardian
- Parent/guardian conference at the school
- Parent/guardian conference or home visit with the school truancy officer.

**A student may be considered truant and referred to the Child Welfare and Attendance Personnel by the school truancy officer when the student has had five (5) tardies or unexcused absences in one semester, and the school has made all reasonable efforts to correct the student's attendance problem.**

#### **Absences**

There are several types of absences that may affect a student differently for the purpose of receiving grades, earning credits, or being counted as truant (habitually tardy or absent).

1. These types of absences will not be counted against a student for the purposes of receiving grades and earning credit for work completed, or truancy. Students with these types of absences have a right to receive makeup work from the school for the days and classes missed. Students may be excused by the principal for the whole or a part of a day absence for two or fewer consecutive school days for the following reasons:
  - Personal illness;
  - Serious illness in the student's immediate family;
  - Court summons;
  - Death in the immediate family (parents, grandparents, and siblings) - not to exceed one week;
  - Natural catastrophe and/or disaster; or
  - Travel for education that is approved in advance

**Written statements from a parent, legal guardian or physician stating a reason for absences shall be given to proper personnel the day after the student return to school. The number of parental statements for absences is limited to five (5) each school year.**

In addition, students may be temporarily excused from attendance due to the following enumerated extenuating circumstances that are verified by the Truancy Coordinator.

- a. Extended personal physical or emotional illness in which a student is absent for three or more consecutive school days as verified by a physician or nurse practitioner licensed in the state.
- b. Extended hospital stay in which a student is absent for three or more consecutive school days as verified by a physician or dentist;

- c. Extended recuperation from an accident in which a student is absent for three or more consecutive school days as verified by a physician, dentist, or nurse practitioner licensed in the state.
  - d. Extended contagious disease within a family in which a student is absent for three or more consecutive school days as verified by a physician or dentist licensed in the state;
  - e. Observance of special and recognized holidays of student's own faith; or
  - f. Visit with the parent prior to parent's military overseas deployment to a combat zone or combat support posting or during parent's leave, not to exceed five school days. See La R.S. 17:226.
  - g. Unexcused Absence - any absences not meeting the requirements set forth in the excused absence and extenuating circumstances definitions, including, but not limited to, out of school suspensions and absences due to any job (including agriculture and domestic services, even it in their own homes or for their own parents or tutors) unless it is part of an approved instructional program.
  - h. Students granted excused absences for the above reasons shall be allowed to make up any school work which was missed. Students shall request make-up work for days missed due to excused absences.
2. Students who are suspended out of school will be counted as absent, but these absences will not be counted against the student for the purposes of truancy, and receiving grades or credit for work completed. A student on suspension has the right to receive schoolwork from the school for the days the student was suspended. **In-school suspension is not considered an absence of any kind.**
  3. Any other kind of absence will be counted as an "unexcused absence." These types of absences may be counted against a student for the purpose of truancy, and receiving grades or credit. The school is not required to give students with these types absences makeup work for the days and classes missed, but may do so. Absences to work on any job that is not part of an approved instructional program, even in a student's own home or for a student's parents, will be counted as an unexcused absence.

**If the student is absent for any special circumstance other than those listed above that the parent/guardian believe should not be counted against the student for the purposes of truancy, or receiving grades or credit for work completed, the student's parents/guardians should bring their concern to the principal or his/her designee.**

**An unexcused absence is included in a student's school record. Students will be marked unexcused if they:**

- fail to bring a written note the next day the student return to school,
- parents check them in at 10:00 am or after,
- leave school without signing out of school at the office,
- are absent from school without parental permission,
- are absent for reasons not acceptable to the administration.

### **3.2. MAKE-UP WORK FOR ABSENCES**

An absence from school, even for several days, does not excuse students from their responsibilities in the classroom. If a student has an absence, they will be given the number of

days that they were absent to make up the missed work. On the day student returns to school, **it is the student's responsibility to find out what work is required and when the work needs to be completed.**

### **3.3. PROFESSIONAL APPOINTMENTS**

KST encourages parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. Parents are requested to notify school office in advance.

### **3.4. TARDY POLICY**

It is every parent's responsibility to ensure that their child arrives at school on time. The school believes that students who are late to school begin the day at a disadvantage. This is why the school makes every effort to see students arriving promptly in the morning. The responsibility of a student attending school lies with the parents or the legal guardian.

All students checking in school after 7:45 will be counted tardy to school. Five tardies to school will equal one unexcused absence. Upon notification from the principal or designee of a student's third unexcused absence or unexcused occurrence of being tardy, the parent or legal guardian shall attend a conference with the principal or designee to receive information regarding the legal responsibility about attendance in school (La. R.S. 17: 233B(1)(c)).

#### **Consequences for Arriving at School Late**

1<sup>st</sup> tardy to school: truancy coordinator contacts parent, student/teacher conference

2<sup>nd</sup> and 3<sup>rd</sup> tardy to school: truancy coordinator contact parent

4<sup>th</sup> and 5<sup>th</sup> tardy to school: truancy coordinator contact parent, detention

6<sup>th</sup> and 7<sup>th</sup> tardy to school: truancy coordinator contact parent, Saturday detention

8<sup>th</sup> and 9<sup>th</sup> tardy to school: truancy coordinator contact parent, parents will be referred to parenting class

10<sup>th</sup> and more tardies to school: Referred to Family and Youth Service Center. The consequence will be at administrator's discretion. Some examples are Out-of-School suspension, loss privileges/positions, not participating in parties and/or celebrations.

### **3.5. FAMILY AND YOUTH SERVICE CENTER**

The Family and Youth Service Center (FYSC) provide prevention services to children who are at risk of becoming truant or dropouts. A truant is a student, 7 through 17 years of age, who does not attend school. Any child below the age of 7 who legally enrolls in school but who does not attend school shall also be considered a truant. This failure to attend school may occur with or without the permission or knowledge of a parent or legal guardian. A student is considered a truant when he or she has no justifiable excuse for being absent from school. Truancy shows a deliberate disregard for the educational program and is considered a serious matter. If you are truant,

- A record of the truancy will be entered into your student file.
- A conference with your parents/guardian will be held.
- You will be reported to the Family and Youth Service Center

Location- The Family and Youth Services Center is located at 1120 Government St, East Baton Rouge, Louisiana. Truants can be reported by calling (225)-226-7690, between the hours of 7:00 a.m. and 3:30p.m.

#### Referral Procedures:

- (1) Parent/guardian and the public are encouraged to call Kenilworth Science & Technology School and report any Kenilworth student suspected as truant.
- (2) If Kenilworth has knowledge of a student being truant, they may report the information to the Family and Youth Service Center at 225-226-7690.
- (3) Kenilworth Police Officer on duty will pick up students who are subject to the current compulsory attendance law that is found on the street during school hours.

#### Penalties:

- (1) Students who refuse to attend school on a regular basis without a legal excuse will be referred to the Family and Youth Service Center. If the student's attendance does not improve, his/her case could be brought before a juvenile court judge for further review. A student can be referred to the juvenile court system for non-attendance. As few as five (5), unexcused absences or five (5) or unexcused occurrences of being tardy could result in the ruling of habitual tardiness.
- (2) It is a violation of the compulsory school attendance law for a parent/guardian allows his/her children to miss school without a valid excuse. A parent/guardian who violates the compulsory school attendance law may be fined up \$250.00 and/or sentenced to thirty (30) days in jail. The court shall impose a minimum condition of probation which may include the parent, tutor, or other person having control or charge of the child participate in forty (40) hours of school or community service activities, or a combination of service and attendance in parenting classes or family counseling or suspension of any state issues recreational license (e.g., hunting, fishing). (La. R.S. 14:92.2 A(2)(c)), B (1) and (4); 17:221 A(1) and (2); 17:233 B(1) (d)(iii) and (iv).

### **3.6. HABITUAL TRUANCY**

According to state law R.S. 17:233(B)(1), a student is considered habitually absent or tardy if, despite all reasonable efforts, a student has 5 unexcused absences or 5 unexcused tardies within any school semester. Once as a student is considered habitually absent or tardy, they will be referred to municipal court for further action.

## **4. ACADEMIC GUIDELINES**

### **4.1. REPORT CARDS**

Students will have four grading periods. Report cards are sent by mail or picked up at the parent conference at the end of each grading period. Progress reports will be sent home every two weeks. KST strongly encourages every parent to visit their child's school or website and discuss the student's progress with his/her teacher. Parents should also make sure that they communicate with teachers on a regular basis to discuss any academic issues their child (ren) may have.



## **4.2. STATE TESTING PROGRAMS**

KST and Louisiana testing programs provide valuable information on student progress to evaluate programs and to provide instruction for students and schools. Parents are asked to encourage student's performance.

For more information on LEAP, parents can log on to [www.louisianabelieves.com](http://www.louisianabelieves.com) or call 1-877-453-2721

## **4.3. SEMESTER EXAMS**

Students will not be allowed to take early exams unless the student is moving out of state, or medical/family emergency. Any early exam must have permission from the principal. Students missing exams must make them up at the date set by the principal/testing coordinator. Students absent the day of exams must provide a medical excuse or explanation in writing that is approved by the principal prior to making up exam.

## **4.4. GRADES**

Grades are calculated by quarters, the final grade being an average of all four quarters. Failure or a grade of "F," for two-quarters may result in the need to repeat the course or attend summer school for that class.

All classes at Kenilworth Science & Technology School will follow the grading scale below for assigning letter semester grades.

A 100-93	B 92-85	C 84-75	D 74-67	F 66-0
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## **4.5. GRADE PROMOTION POLICY**

Kenilworth Science and Technology School will have its own Pupil Progression Plan. This plan will be uploaded to the school website, please check back during the fall for the updated plan.

**\*\*NOTE FOR STUDENTS WITH DISABILITIES:** general education and special education teachers will collaborate on determining a grade for a subject. JPAMS coding will indicate that the grade reflected is with interventions.

The Kenilworth School Building Level Committee (SBLC) will review records of students who do not meet the promotional guidelines outlined for all grades with the exception of the high-stakes grades, 4 and 8. The team will prescribe additional interventions in the summer such as, but not limited to, extended year programs, individual tutoring, and/or group tutoring. By the first day of school for students, the team will determine if the student successfully completed the RTI prescription and is eligible for promotion.

## **4.6. PARENT PORTAL**

Kenilworth provides parents with an online portal which allows parents to view their child's attendance, conduct, discipline, grades and progress reports.

#### **4.7. AWARDS AND HONORS**

As part of recognizing and fostering the students' academic performance, KST offers the following awards and honors:

**Kenilworth Science & Technology School Teacher/Faculty Honor Roll Certificate:**

Awarded to students who receive a 3.0 – 3.49-grade point average and no failing grades for each quarter. Weighted grades are included in the average.

**Kenilworth Science & Technology School Principal Honor Roll Certificate:** Awarded to students who receive a 3.50 – 3.99-grade point average and no grade below a “C” for each quarter. Weighted grades are included in the average.

**Kenilworth Science & Technology School Superintendent Honor Roll Certificate:**

Awarded to students with a 4.0-grade point average and all “A’s” for each quarter. Weighted grades are included.

#### **4.8. AFTER SCHOOL**

There is no better way for students to enrich their education than by taking parts in clubs and after-school activities or working with a teacher. These opportunities will allow you to explore things you already enjoy and to try other activities that sound interesting. After school activity student lists, schedules, times and locations will be determined during the school year.

- Students must report on time if he / she has an after school activity, club or tutoring.
- Students must arrange for their own transportation to arrive promptly at the end of the activity.
  - i. Students must abide by the Kenilworth Science & Technology School student code of conduct while participating in the activity.
  - ii. Students **may not** stay after school to wait for another student.

**\* After dismissal students who are not participating in after-school events are not allowed to roam the Kenilworth Science & Technology School building. Students must wait inside the front office until their parent or guardian arrives.**

#### **4.9. WITHDRAWALS/TRANSFERS/CLASS CHANGES**

When a student must withdraw or transfer from Kenilworth Science & Technology School, the parent/guardian will report to the office on the morning of the day he or she leaves. The secretary or other staff personnel will check for “clearance”:

1. Has checked in all books and assigned equipment.

2. No make-up work due.
3. Fines are paid.
4. The release of student records signed by a parent.

A signed copy will be given to the parent once cleared. Students going to another school will take with them a copy of their withdrawal form that shows he/she is withdrawn. Students transferring from another school to Kenilworth need to bring a signed withdrawal slip from the last attending school and all records required for registration.

**Students being recommended for expulsion or suspended out of school will not be allowed to withdraw from Kenilworth until the suspension or expulsion is finalized by the hearing officer. If recommended for expulsion, the student must go through the expulsion process before withdrawing from Kenilworth.**

#### **4.10. CLASS CHANGES**

1. Will be done at an administration's discretion. Students will submit a written request for a class change to the principal or principal designee for approval/disapproval. The written request **must** include parent/guardian signature.
2. If approved, parent/guardian, students and all teachers involved will be notified.

#### **4.11. OFFICIAL INFORMATION, STUDENT RECORDS, AND PRIVACY**

(1). The parent/guardian is responsible for providing the student's school with a current address and working telephone numbers and must promptly give the school notice of any change in status concerning family information during the school year.

(2). Parents or guardians have the right to review with a counselor or other designated school system personnel all official files and data which pertain to the student personally.

(3). No official record, file, or data pertaining to any individual student that is personally identifiable to the student shall be released to anyone other than the student and/or parent except as authorized by law, unless the student and/or parent has executed a written release of such information to a particular person or agency.

(4). Parents must provide to their child's school any information of any illnesses, medication or medical condition that may affect the student's behavior and/or academic performance. (See Section regarding Medication Policy).

(5). Accurate and complete student academic and discipline records shall be maintained electronically and in paper format for each student enrolled at Kenilworth Science & Technology Middle School. Confidentiality of student records shall be preserved in compliance with the Family Educational Rights and Privacy Act. Access to educational records is provided to parents and professional educators with legitimate educational interests.

## 5. HEALTH SERVICES

### 5.1. PURPOSE OF SCHOOL HEALTH SERVICES

School Health Services are not intended to replace outside health care and should not be viewed as an alternative to seeking medical attention outside of Kenilworth Science & Technology School. Teachers should be alert for signs of illness in their students and report such signs immediately to Kenilworth Science & Technology School nurse and / or principal. Admission of children back into school following a communicable disease shall be based on the recommendations of doctors.

### 5.2. ACCIDENTS AND SUDDEN ILLNESSES

The following procedure should be followed in case of serious accidents, injuries, or sudden illness:

- A. Administer first aid if necessary.
- B. Notify parents.
- C. Call school nurse or family doctor if unable to locate parents or others listed in contact information.
- D. If necessary, call an ambulance to transport to the emergency room of the local hospital. Pelican Educational Foundation and KST do not assume the responsibility for the payment of ambulance, hospital, or doctor's fees.
- E. Complete an accident incident form. (Accidents forms can be found in the office)

### 5.3. ILLNESS OR INJURY DURING KENILWORTH SCIENCE & TECHNOLOGY SCHOOL DAY

The following rules and procedures apply if a student becomes ill or is injured during Kenilworth Science & Technology School day.

- Report to the nurse's office with your Hall pass signed by the classroom teacher. If the nurse is not available, you should inform the secretary or any staff member in the office.
- Students are allowed to stay in the nurse's office for no more than 10 minutes (unless the nurse states otherwise).
- If you do not inform the office and simply miss class, it is an unexcused absence.
  - **Parents will be notified if necessary. Parents are reminded that school officials are not permitted to dispense medication unless a prescription signed by the Doctor is on file with the nurse.**

Kenilworth Science & Technology School will have a full- time school nurse or first-aid-trained-professional available to discuss or assist with medical problems or concerns. Unless it is an emergency, you must make an appointment in advance with the nurse.

## **5.4. MEDICAL POLICY**

### **(1). GENERAL RULE**

School regulations require that all medication be given **only** by a doctor's written orders and dispensed from the pharmacy labeled container. Medication should not be brought to school unless it is essential to the health of the student.

### **(2). POSSIBLE MEDICATION EXCEPTIONS TO THE GENERAL PRINCIPLE:**

The school may make exceptions to the foregoing rule in the following circumstances:

- a. Behavior modification
- b. Insect sting allergy
- c. Anticonvulsant (e.g. Dilantin, Phenobarbital)
- d. Asthmatic conditions
- e. Insulin

### **(3). PROCEDURE FOR TAKING MEDICINE AT SCHOOL:**

If a student must take medicine at school, and if approved by the school, these procedures must be followed:

Kenilworth Science & Technology School must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.

1. Have your doctor write orders for the school to dispense medication, giving the following information:
  - Student's Name
  - Diagnosis
  - Name of the drug to be given
  - Dosage
  - Any side effect which the staff should be aware of
  - The length of time which the medication should be given and time medication should be taken.
2. Please fill out and sign the school's medication release form
3. Bring medication to the nurse in the pharmacy labeled bottles. Please bring a measuring tool if the medication is liquid.
4. Medication must be left in school, it may not be sent home every day.
5. It is the parent's responsibility to know when the dosage will run out and to supply the nurse with more if needed.

**No medication, even non-prescription medication, may be brought to school and taken by students without written permission from the parent/guardian and supervised by the nurse. All medications must be brought in by the parent to the nurse.**

Additionally, the students must follow the following requirements:

Bring in only the amount of medication that is needed for a school day.

- In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student.

- All medication will be kept in a secure location in the nurse's office.
- Students are not allowed to carry any medication to school. Parents must bring the medication and appropriate forms to school.
- Students may carry and administer their medication if these two conditions are met:
  1. It is warranted by a potentially life-threatening condition and advised by their physician, and
  2. A Medication Self-Administration Form is on file in the office signed by the student's parent, physician, and the principal.

**This policy is in compliance with La. R.S. 17:436.1 and the Joint Policy of LSBN (Louisiana State Board of Nursing) and SBESE (State Board of Elementary and Secondary Education), La. Admin. Code, Title 28, Part CXV, Section 1129, Bulletin 741, Louisiana Handbook for School Administrators.**

Disposition of medication at the end of the school year - medication shall be picked up by the parent/guardian within 5 days of the end of the academic year. Medication is not picked up will be destroyed by the principal or otherwise disposed of in accordance with the law.

Act 145 of the Louisiana Legislature (2009) - Self-Administration of Medications and the associated regulations at Bulletin 741, Section 1129 allow a student with asthma to self-administer asthma medication or the use of auto-injectable epinephrine by a student at risk of anaphylaxis provided that the student's parent or another legal guardian provides the school in which the student is enrolled with the following documentation:

- a. Written authorization for the student to carry and self-administer such prescribed medications.
- b. Written certification from a licensed medical physician or another authorized prescriber that the student: 1) has asthma or is at risk of having anaphylaxis. (2) Has received instruction in the proper method of self-administration of the student's prescribed medication to treat asthma or anaphylaxis.
- c. A written treatment plan from the student's licensed medical physician or another authorized prescriber for managing asthma or anaphylactic episodes. The treatment plan must be signed by the student, the student's parent or another legal guardian, and the student's licensed medical physician or other authorized prescriber and shall also contain the following information:
  - (1) The name, purpose, and prescribed dosage of the medications to be self-administered.
  - (2) The time or times the medications are to be regularly administered and under what additional circumstances the medications are to be administered.
  - (3) The length of time for which the medications are prescribed.
- d. Any other documentation required by the School Board:
  - (1) The documentation required above shall be kept on file in the office of the school nurse or other designated school official.
  - (2) The school and its employees shall incur no liability as a result of any injury sustained by the student from the self-administration of medications used to treat asthma or anaphylaxis. The parent or another legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or another legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the self-administration of medications used to treat asthma or anaphylaxis.
  - (3) For the purposes of this Subsection VII:

(a) “Auto-injectable epinephrine” means a medical device for the immediate self-administration of epinephrine by a person at risk for anaphylaxis.

(b) “Inhaler” means a medical device that delivers a metered dose of medication to alleviate the symptoms of asthma.

(4) A student who has been granted permission to self-administer medication shall be allowed to carry and store with the school nurse or other designated school official an inhaler or auto-injectable epinephrine, or both at all times.

5) Permission for the self-administration of asthma medications or use of auto-injectable epinephrine by a student shall be effective only for the school year in which permission is granted. Permission for self-administration of asthma medications or the use of auto-injectable epinephrine by a student shall be granted each subsequent school year, provided all the requirements of this Subsection are fulfilled.

(6) Upon obtaining permission to self-administer asthma medication or to use auto-injectable epinephrine pursuant to this Subsection, a student shall be permitted to possess and self-administer such prescribed medication at any time while on school property or while attending a school-sponsored activity.

(7) A student who uses any medication permitted pursuant to this Subsection in a manner other than as prescribed shall be subject to disciplinary action; however, such disciplinary action shall not limit or restrict such student’s immediate access to such prescribed medication.

## **5.5. STUDENTS WITH DIABETES**

For parents of a student with diabetes who seeks care for the student’s diabetes while at school or while participating in a school-related activity, the parents shall submit a diabetes management and treatment plan, which plan must be updated on an annual basis. Such plan shall be developed by a physician or other licensed health provider recognized by the Centers for Medicare and Medicaid services who is selected by the parent or guardian to be responsible for such students and diabetes treatment and a current copy of such plan shall be kept on file at the school in which the student is enrolled. A student diabetes management and treatment plan shall contain:

(1) an evaluation of the student’s level of understanding of its conditions and its ability to manage his diabetes.

(2) the diabetes-related healthcare services the student may receive or self-administer at school or during a school related activity.

(3) A timetable, including dosage instructions, of any type of diabetes medication to be administered to the student or self-administered by the student.

(4) the signature of the student, the student’s parents or legal guardian and the physician responsible for the student’s diabetes treatment.

The school nurse shall provide care to the student with diabetes or assist the student with self-care of his or her diabetes, in accordance with the student’s diabetes management and treatment

plan on file with the school. If the school nurse is unavailable, an unlicensed diabetes care assistant may provide care to a student with diabetes or assist a student with self-care of his or her diabetes. —unlicensed diabetes care assistant shall mean as such a school employee who volunteers and is trained in accordance with provisions of La. R.S. 17:436.3 (Act 858 of Regular Session 2012).

## **5.6. COMMUNICABLE DISEASE CONTROL POLICY**

Current and satisfactory evidence of immunization (e.g., immunization records) is required for all students entering school for the first time (including kindergarten), for students transferring from another school system, and for all students entering the sixth grade. Such evidence shall be in compliance with the immunization schedules established by the Louisiana Legislature in La.R.S. 17:170 and 17:170.4 unless compliance is waived pursuant to statute. School personnel shall cooperate with public health personnel in completing and coordinating all immunization data, waivers and exclusions, including the forms required by the Louisiana Department of Health and Hospitals to facilitate control of preventable communicable diseases.

In the event of an outbreak of a vaccine-preventable disease at school system facility, the school administration may, upon the recommendation of the office of public health, exclude from attendance unimmunized students until the appropriate disease incubation period has expired or the unimmunized student presents evidence of immunization, or until the local governing authority has found that there is no danger in re-admitting the student.

If the student's physical condition indicates that the health of the student does not safely allow his/her continued attendance at school, the student will remain away from school until the student's physician and/or a physician of the Board's choice verifies that the student can safely return to the regular school environment.

Infected students and/or their parents/guardians shall inform appropriate school officials of any communicable infection or disease so that proper precautions for the protection of the other students, employees, and the infected student can be taken.

If the student's physician's and/or a physician of the school's choice indicates that the health of the student does not allow his continued attendance in the regular education program, education services will be provided in a setting that is appropriate to the health status of the child.

The identity of an infected individual or an individual who there is reasonable cause to believe is an infected individual, shall be revealed only to those who have a need to know. If an infected individual is permitted to remain in the school setting after a determination has been made, employees who will have regular personal contact with the individual shall be informed of information as to the individual's medical condition. They also shall be informed of public health precautions which should be taken. Persons informed of the identity of an infected person shall not disclose such information to others except as authorized under this policy.

The determination of whether an infected student shall be permitted to remain in school in a capacity that involves contact with students or employees shall be made on a case-by-case basis as determined by the principal or his/her designee and appropriate school staff.



## 5.7. AIDS PREVENTION EDUCATION

Health instruction at Kenilworth Science & Technology School shall include education in the prevention of Acquired Immune Deficiency Syndrome (AIDS), including abstinence education, and in compliance with state law and regulations. Any curriculum and materials to be used for instruction will be presented to parents at least one month prior to teaching AIDS prevention. All students will be required to participate in the AIDS Prevention program unless a parent or guardian provides written objection to their participation.

## 5.8. DATING VIOLENCE

La. Rev. Stat. Ann. §17.81 Requires the governing authority of each public school to provide students in grades 7 through 12 enrolled in health education instruction about teen dating violence.

## 5.9. TEEN DATING VIOLENCE

Kenilworth Science and Technology Charter School is joining efforts to end dating violence. Our goal is to educate our students, parents, and school personnel about teenage dating violence promote a strong understanding of healthy relationships, and stimulate action to prevent abuse and violence against girls and boys.

### What is it?

*A pattern of actual or threatened acts of physical, sexual, verbal and/or emotional abuse, perpetrated by an adolescent against a current or former dating partner. The abusive teen uses this pattern of violent and coercive behavior to gain power and maintain control.*

—The National Resource Center on Domestic Violence

Controlling behavior may include:

- Not letting you hang out with your friends
- Calling or paging you frequently to find out where you are, whom you're with, and what you're doing
- Telling you what to wear
- Having to be with you all the time

Verbal and emotional abuse may include:

- Calling you names
- Jealousy
- Belittling you (cutting you down)
- Threatening to hurt you, someone in your family, or himself or herself if you don't do what he or she wants.

Physical abuse may include:

- Shoving
- Punching
- Slapping
- Pinching

- Hitting
- Kicking
- Hair pulling
- Strangling

Sexual abuse may include:

- ☐ Unwanted touching and kissing
- ☐ Forcing you to have sex
- ☐ Not letting you use birth control
- ☐ Forcing you to do other sexual things

Students at KST should report any instances of abuse, by telling a friend, parent, teacher, or any staff member. All identities will remain anonymous.

## 6. COUNSELING

Kenilworth Science & Technology School has a Certified School Counselor on staff to see students regarding problems that they may be experiencing at school or home. The counselor is available to discuss academic, social and career issues with all students attending Kenilworth Science & Technology. The student may be referred to the counselor by their teacher or their parent/guardian, and they may also refer themselves during the school day. If you wish to decline counseling services through the school counselor, please submit a statement in writing to the front office.

### **Student Support Services:**

The school counselor will consult with the parent/guardian to determine if referring to an outside counseling agency for more long-term services is an appropriate action step (grief, suicide ideation, anger management, depression, etc).

### **Student Advisors:**

All students will be assigned to an advisory group consisting of 10-12 students and a KST staff advisor. The advisory group will serve as a support group for students. During the advisory block, students will meet with their advisory group to monitor individual academic and behavioral trends by reviewing progress reports and PBIS paychecks. The advisor will serve as an advocate/ally for the students by helping them to identify growth areas and create an action plan to obtain growth. The group will also serve as a space for students to problem solve, individually or as a group, any issues a student may be facing. By creating a smaller, close-knit community within the larger community, we believe students will benefit positively from the sense of belonging, accountability, and increased academic, social and behavioral awareness.

### **SBLC: School Building Level Committee**

SBLC is a general education problem-solving committee. While **SBLC** is mandated by the Louisiana Department of Education's Pupil Appraisal Handbook, Bulletin 1508, its main function not just to refer students for a special education evaluation.

A student is referred to the SBLC when the provision of current services and supports are not effective in meeting the student's instructional needs. This committee's purpose is to review and analyze screening data, including Response to Intervention (RTI) data, to determine what options are available to meet the needs of the student.

A student may be referred to the SBLC whenever a member of the instructional team feels there is a need for additional supports or services to meet a student's academic, behavioral or health needs. In addition, the parent may verbally or make a written request for a student to be referred to SBLC for specific reasons. The committee will review all relevant data collected by the instructional team and determine a course of action.

## **7. REPORTING CHILD ABUSE AND NEGLECT**

Any Kenilworth Science & Technology teacher, administrator, counselor, social worker, nurse, coach, bus driver, substitute, or paraprofessional/ teacher's aide having reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected shall immediately contact the Department of Children & Family Services (DCFS) Reporting Hotline and inform the agency of the facts and circumstances that led to the filing of the report, pursuant to the Louisiana Children's Code, Article 610D. It is not the responsibility of school personnel to prove that the child has been abused or neglected, nor to determine whether the child is in need of protection. School personnel shall not contact the child's family or any other person to determine the cause of any suspected abuse or neglect. No Kenilworth Science & Technology employee shall be discharged from employment for making a report of child abuse or neglect. Further, state law provides immunity from any civil or criminal liability arising from making such a report, if the report is made in good faith. Finally, state law also provides for the protection of the identity of any individual who makes such a report.

## **8. POSITIVE BEHAVIOR INTERVENTION SUPPORT**

At KST, our goal is to create a safe and positive learning environment. We believe in reinforcing the positive behaviors expected of our students

**Positive Behavior Interventions & Support (PBIS)** defines, teaches, and supports appropriate student behaviors with the use of reinforcement based on strategies that align with the schools mission statement. PBIS is based on understanding why problem behaviors occur - the behavior's function. *At Kenilworth, the staff's aim is to provide an environment where positive behaviors are more beneficial than negative behaviors.* To build this environment requires high degrees of collaboration among all staff and parents and proven reinforcement strategies. Decisions are data driven to make Kenilworth a safe campus for all. The school abides by, and rules are based on, the following school-wide expectations:

**R – Respect Others**

**O – Observe all Rules**

**A – Act Safely**

**R – Remain Positive**

Students are expected to abide by these expectations and follow the rules and procedures at Kenilworth Science & Technology to ensure that everyone receives the highest quality of education.

### **Building a Culture of Achievement through the Paycheck System**

Rationale: Students will operate with the mindset that learning and behaving according to Kenilworth's rules, expectations and procedures are their jobs. When they accomplish their jobs, students will earn additions on their paychecks. If they fail to, they will be provided with additional support to learn again. If they fail to follow rules, expectations, and procedures, they will be allowed the opportunity to repair any harm done and perform the task correctly. If students willfully defy rules, expectations and procedures they will receive deductions from their paycheck. Please see the discipline section of this handbook for more details.

### **Positive Reinforcement**

Kenilworth uses a paycheck system to track and analyze behavior, communicate behavior to families and administer positive and negative consequences to students. Teachers make monetary deductions and additions to individual students using iPads (provided by KST) and Deanslist. Deans list enables teachers to document behavior, interventions, and consequences.

Students receive a weekly behavior report on Fridays. Students are to return the behavior report with a parent's signature in order to earn short-term rewards. Behavior reports should be turned into the homeroom teachers.

### **Incentives (Rewards):**

#### **Student Level – Weekly**

Students may earn the following rewards if they maintain a \$100 balance on their Kickboard paycheck weekly. To redeem rewards, students must have their parent or guardian sign the paycheck, indicate the reward on the paycheck, and submit the paycheck to the homeroom teacher. The PBIS coordinator will then provide the reward within a week of submission. Rewards may include:

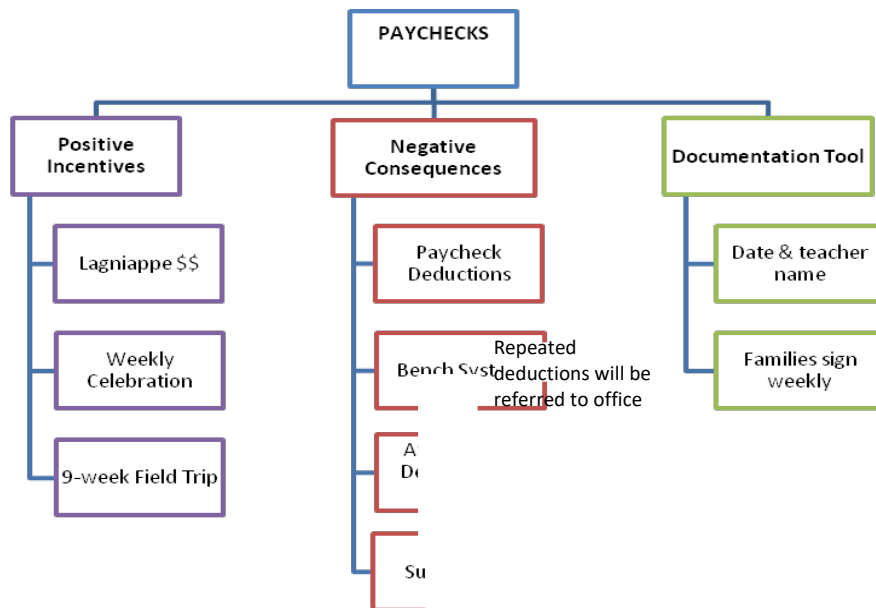
- Jacket day
- Cane's Certificate
- Hat day
- Learning Packet
- Extra PE
- Extra Computer
- Office Assistant

**School Level Celebrations:** Students who earn expected paycheck averages in the time between celebrations will attend Friday Celebrations which consist of Teacher v Student Volleyball, Basketball, Relays, Dodge Ball, School Dances, and Contests. Celebrations will occur monthly.

### Field Trips:

- Students who earned expected average each semester will earn a field trip to a college campus (8<sup>th</sup> graders only) or activity such as skating, bowling, etc. at the end of each semester.

### What role does Deanslist play in this PBIS?



## **9. SEARCHES**

### **9.1. STUDENTS AND SCHOOL PROPERTY (LA. R.S. 17:416.3)**

Kenilworth Science & Technology Charter School respects the civil rights of the students attending its school and will uphold those rights, but the school will not tolerate violation of law, Charter policy, or school rules. Searches are used to ensure the safety of ALL individuals on campus.

Any administrator or resource officer in the School may search any building, desk, locker, area and grounds for evidence that the law, a school rule, or School policy has been violated. The School is the exclusive owner of all of the property stated above and all are subject to be searched.

The teacher, principal, school security guard, or administrator may search the person of a student or his personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a school board policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense. Random searches with a metal detector of a student and their personal property may be conducted at any time, provided they are conducted without deliberate touching of the student.

Standards for searching students are as follows:

#### **A. Personal Searches**

1. If possible, searches should be conducted in the absence of other students.
2. Students should be asked to empty their pockets before the physical search of a student is conducted.
3. If a “pat down” search is necessary, this search should be conducted by an administrator or resource officer of the same gender if at all possible.

#### **Standards**

1. No action taken pursuant to this policy by any administrator or resource officer, or administrator employed by Kenilworth Science & Technology Charter School, shall be taken cruelly or with willful and deliberate intent to harass, embarrass or intimidate any student.
2. Whenever a search is conducted a written record of the search shall be made thereof by the person conducting the search and shall include the name or names of the persons involved, and the circumstances leading to the search. All items found in the search shall be seized if possession of the items constitutes a violation of the Student Handbook or Code of Discipline. A copy of the results should be made available to the parent, principal or principal designee and also student file.
3. Trained dogs may be used to search lockers, building, rooms, and parking lots. A dog may not be used for the search of the person of a student.

4. Prohibited items found during the search shall be given to the principal or principal designee and maintain in a secure place. If the items are illegal such as weapons, illegal controlled substance, or drug, the principal or principal designee shall notify the police and turn over seized items to the police while obtaining a receipt for the transfer of the item to the police.

#### **B. Other Penalties**

1. Refusal to unlock lockers will be punishable by short-term suspension.
2. Students who put their belongings in other student's lockers may be subject to the same disciplinary action as the owner of the locker.

### **9.2. PERSONS OTHER THAN STUDENTS**

Any school administrator or resource officer may search the person, book bag, purse, or another object in the possession of any person who is not a student enrolled at the school, or a school employee, while in the school building or on school grounds. Such person may be searched with a metal detector. Also, when there is reasonable suspicion that such person has any weapons, illegal drugs, alcohol, stolen goods, or other material or objects that violate the School's policy, such persons may be searched.

## **10. GENERAL DISCIPLINE POLICY**

### **10.1. DEFINITION OF DISCIPLINE**

- A process designed to teach, model, and use natural consequences to bring about the responsible behaviors necessary to ensure a safe, orderly, and productive learning environment by helping to change unacceptable behavior to acceptable behavior.

### **10.2. BELIEF STATEMENTS**

Kenilworth Science & Technology Charter School discipline policy is based on a series of belief statements which will govern our actions when dealing with disruptive students and their parents.

- Teaching and learning of the intended curriculum for all students are the highest priority. Therefore, the misbehavior of one student:
  - Will not be allowed to interfere with the learning opportunities of another student.
  - Will not be allowed to interfere with the teacher's responsibility to teach all students.
  - Will not excuse the misbehaving student from successfully completing the learning objectives.
- Changing behavior takes time.
- Discipline is a part of the daily routine not a disruption of the daily routine.
- Self-discipline is the intended outcome.
- Every discipline situation is an opportunity to teach expected behavior.
- Punishment by itself cannot change behavior.

- In handling unacceptable behaviors, it is best to focus on judging the behavior of the student, not on judging the student.
- Staff will respect students and parents at all times, regardless of the students' and parents' behavior.
- Parents have a responsibility to make sure that student's misbehavior does not take away from a safe and positive learning environment for others.
- Staff will handle all discipline problems in a professional manner.

Kenilworth Science & Technology School places a strong emphasis on establishing a safe and orderly learning environment. Teachers, administrators, and parents who work collectively can help children learn that problems are solved through open discussion, acceptance of the opinions of others, and through personal responsibility. Our policy has been developed to make sure all students have an equal opportunity to develop physically, mentally, emotionally, and socially in a safe, orderly, and productive learning environment. It also was developed to give teachers the guidelines and support they need to teach effectively. Finally, this policy provides parents with the knowledge that their student will be treated fairly. Parents will receive regular communication regarding behavior problems their child may have.

The school's discipline model provides:

- That all students know and demonstrate expected student behavior, show respect for all students and staff members.
- Use of positive incentives to reinforce expected student behavior.
- Direct teaching of the code of conduct.
- A school-wide effort on prevention of student discipline problems.
- Students acquire skills in conflict resolution and problem solving and increasingly develop a positive attitude, self-discipline, and socially acceptable behaviors.
- Early identification and resolution discipline problems.
- Communicating the expectations to students, parents, teachers and the community that unacceptable behavior will not be tolerated.

Students are held accountable for all information, procedures, laws, and policies contained in the student code of conduct, as well as any other applicable laws.

By law, every teacher is authorized to hold every student to a strict accountability for any disorderly conduct in school or on the playground of the school or on any street, or school bus going to or returning from school, and during intermissions or recesses (La. R.S. 17:416).

### **10.3. BEHAVIOR INFRACTION LEVELS AND CORRECTIVE STRATEGIES**

**Students receive deductions from paycheck for violating the 4 pillars of character at Kenilworth Community, Ownership, Resilience, and Engagement**

#### **10.3.1. Level I Infractions**

##### **Level I Infractions deductions from paycheck:**

Level I infractions are incidents that occur in school buildings or grounds, or at school activities, addressed by the teacher, or staff member through corrective strategies.



**Failing to take ownership of actions, refusing to engage in class, or demonstrate resilience by attempting to complete student duties**

- Not following directions
- Not being prepared for class
- Not doing classwork
- Passing notes or items unrelated to class instruction
- Sleeping
- Not taking responsibility for action
- Class tardy
- Hall passes violation

**Failing to treat the Kenilworth community or self with respect**

**Physical disruptions:**

- Littering
- Not in line
- Out of seat during class time
- Crawling on the floor and interfering with others learning
- Inappropriate chair manners
- Leaning in chair
- Standing on furniture
- Horseplay
- Banging on walls
- Gum chewing
- Untucked shirts or minor dress code violation
- Eating or drinking when not permitted
- Bringing in outside food, snacks, candy without permission
- Refusing to sit in assigned seat
- Using profanity and/or obscene language

**Verbal disruptions:**

- Intentional minor disruptions
- Talking out in class or otherwise being disruptive
- Mimicking inappropriate behaviors
- Whining or complaining
- Tantrums
- Teasing

**Academic and moral dishonesty**

- Cheating or copying others work
- Allowing others to cheat or copy work

*\*Any other infraction that the principal or designee deems similar in severity to level I infractions*

### 10.3.2. Level II Infractions

Level II infractions are incidents that occur in a school building or grounds or at school activities that interfere with the learning of others.

**Failing to take ownership of actions, refusing to engage in class, or demonstrate resilience by attempting to complete student duties**

- Major dress code violation
- Habitually not following directions
- Cell phones
- Skipping
- Progressive Disruption Infractions –a progressive disruption infraction is defined as a student whose behavior inhibits the learning process.
- Failure to complete assigned consequence
- Any repeated Level I infraction

**Failing to treat the Kenilworth community or self with respect**

**Physical disruptions:**

- Excessive horseplay (physical contact)
- Engaging in inappropriate public displays of affection (holding hands, kissing, hugging etc.)
- Vandalism of school and student property (minor)
- Interfering with others learning
- Throwing things (including food)

**Verbal disruptions**

- Using profanity and/or obscene language directed to a student or an adult
- Defiance to teachers/staff (arguing, refusal to cooperate etc.)

*\*Any other infraction that the principal or designee deems similar in severity to other level II infractions*

### 10.3.3. Level III Infractions

#### **Level III Infractions**

Level III infractions are incidents that occur in school buildings or grounds or at school activities that threaten the safety and interfere with learning.

**Failing to take ownership of actions, refusing to engage in class or demonstrate resilience by attempting to complete student duties**

- Repeated Level II infractions
- Interfering with discipline proceedings
- State Testing violation
- Improper use of technology: Viewing obscene, pornographic, violent, or sexually harassing material; or information on manufacturing of weapons
- Any violation of local, state or federal law

## **Failing to treat the Kenilworth community or self with respect**

### **Physical disruptions:**

- Intentionally causing a major and unnecessary disturbance in classroom/school campus
- Throwing things (may cause harm)
- Vandalizing school/student property or bus (major)

### **Academic and moral dishonesty**

- Giving false information either verbally or in writing to a teacher, administrator, or school staff member
- Making false allegations against teachers or staff members
- Forging a signature on documentation required by the school, cheating, or lying to school personnel about academics matters
- Theft/Stealing without use of force, threat, or intimidation of money or property valued at less than \$500
- Gambling
- Extortion (blackmail, etc.)

### **Safety violations emotional or physical:**

- Physical assault
- Fighting or act of violence (including instigating a fight/threatening to fight whether a fight occurs or not)
- Gang/arrange fights
- Reckless endangerment of others
- Inappropriate bodily contact or sexual intercourse
- Harassment
- Bullying or cyberbullying\* (including tripping, pushing, hitting, social exclusion) with intent to harass, intimidate, or discriminate
- Leaving school grounds including busing area without permission
- Trespassing
- Arson
- Improper use of prescription drugs
- Using tobacco/caught with
- Using or possessing alcohol
- Causing a false fire alarm
- False reporting/false fire alarm/false 911

*\*Any other infraction that the principal or designee deems similar in severity to other level III infractions*

## **Corrective strategies may be used to address infractions and include but are not limited to:**

- Contact and/or conference with parent/guardian
- Check-in/Check-out (CICO) (including self-management program)
- Community service
- Reflective activity
- Loss of privilege
- Intensive social skills teaching
- School bus suspension (If applicable)
- Referral to the Counselor

- Referral to the school social worker for interventions such as individual or group counseling
- Refer the student to the Response to Intervention Team
- Restorative Practice
- Saturday detention-conducted for three hours
- Positive Behavior Intervention Support (PBIS) Systems
- Supervised work assignment
- Team time-out
- Bench
- Parent shadowing-Parent may be asked to shadow students on campus.
- Personalized behavior contracts that include expected student behavior, incentives for demonstrating expected behavior, and consequences for infractions

### **10.3.4. EXPELLABLE OFFENSES**

Level IV infractions are incidents that occur on school property or grounds, on school transportation, or at school activities that severely threaten or interfere with anyone's safety and learning, are of threatening or harmful nature, and/or are legal violations. Students may be expelled for Level IV infractions. As noted by the asterisks (\*) below, there are several offenses that require an expulsion in certain circumstances.

#### **Level IV Part I- Expellable for Two or More Semesters**

Level IV disciplinary Infractions (Part 1) include, **but not limited to:**

- Drugs: Possessing, distributing, selling, giving, or loaning any controlled dangerous substance governed by the Uniform Controlled Dangerous Substance Law\*
- Weapons: Carrying or possessing a firearm\*\*
- Weapons: Carrying or possessing a knife with a blade of 2 inches or longer\*\*\*
- Weapons: Carrying or possessing any instrument the purpose of which is lethal force
- Battery on another individual that causes serious injury
- Battery on school staff
- Battery on another person that involves use of a weapon or other dangerous implement
- Sexual assault

#### **Level IV Part II-Expellable for Up to Two Semesters**

Level IV disciplinary Infractions (Part 2) include, **but not limited to:**

- Burglary of school, staff, or student property with forced entry
- Theft of goods or money from a person or place on school property or at an official school activity valued at \$500 or more
- Well-documented and/or on-going commission of acts that threaten the safety or well-being of oneself or others
- Conviction of a felony or conviction of an offense which, had it been committed by an adult, would have constituted a felony
- Well-documented and/or on-going use of the electronic device to repeatedly threaten, intimidate, or bully another student or to share sexually explicit material.
- Any other infraction that the principal or designee deems similar in severity to other level IV infractions

**A principal may also suspend a student for Level IV infractions (if expulsion is not mandated by law) if the school believes a suspension (out of school) would be more appropriate than an expulsion.**

\*Students younger than age 16 in grades 6-12-required expulsion of at least two school semesters. See La. R.S. 17:416 (C)(2)(a)(ii).

\*\*Students younger than age 16 in grades 6-12-required expulsion of at least four semesters; shorter expulsion allowed on a case-by-case basis. See La. R.S. 17:416 (C)(2) (b) (i).

\*\*\*Students age 11 or older-expulsion required. See La. R.S. 17:416 (B) (1) (b) (ii) (cc)

❖ **IMMEDIATE** office referrals should occur with this level of infraction

### **Length of Expulsion Terms**

The duration of each expulsion will be determined by KST Student Hearing Officer at the conclusion of the hearing, in accordance with the facts at hand, KST policy, all relevant laws and regulations, and guidelines below:

#### **Level IV Part 1 Offenses**

- Students found guilty of Level IV Part (I) offenses will receive expulsions of between 90 and 360 school days.
  - Students will only receive expulsion terms longer than 180 days for offenses listed above that have a longer term required by law (La. R.S. 17:416).
- Students found guilty of Level IV Part (1) offense during the first semester will be eligible to return from their alternative placement no earlier than the end of that school year.
- Students found guilty of Level IV Part (1) offense during the second semester will be eligible to return from their alternative placement no earlier than the end of the first semester of the next academic year.

#### **Level IV Part II Offenses**

- Students found guilty of Level IV Part (II) offenses will receive expulsions of between 90 or 180 school days.
  - Students found guilty of a Level IV Part (II) offense during the first semester will be eligible to return from their alternative placement at the end of that school year.
  - Students found guilty of a Level IV Part (II) offense during the second semester will be eligible to return from their alternative placement at the end of the first semester of the next academic year.

## **10.4. UNACCEPTABLE STUDENT BEHAVIORS & CONSEQUENCES**

The following table lists some of the unacceptable student behaviors and corresponding consequences.

<b>Level</b>	<b>Infraction</b>	<b>Definitions</b>	<b>Consequence - Min</b>	<b>Consequence - Max</b>
L2	Dress Code Violation (see handbook)	Major dress code violation (ex. missing uniform items)	Parent Conference/warning	Detention
L2	Cell phone and electronic devices (see handbook)	Music players, tablets, video games, kindle, pagers, cameras, headphones, etc.	Parent/Guardian must pick up phone from the office	Parent/guardian can receive the phone with a fee of \$25 or the school will hold the cell phone until the end of the school year.
L2	Tardies (see handbook)	Late to school, for admins to use	Truancy coordinator contacts parent	Referred to Family and Youth Service Center. The consequence will be at administrator's discretion.
L2	Excessive Horse playing	Involving excessive physical contact but not fighting	Detention(After or Saturday)	OSS - 3 days
L2	Disrespect to teachers/staff/peers (space, and property/walking away)	Defiance and leaving classroom without permission included	Detention(After or Saturday)	OSS - 3 days/Expulsion
L2	Obscene language, gestures, material or behavior		In School Suspension	OSS-5 days/Expulsion
L2	Skiping class	More than 10 mins	Detention(After or Saturday)	OSS-2 days
L2	Deceitful behavior (lying, cheating, plagiarism, forgery etc.)		Detention(After or Saturday)	OSS - 3 days
L2	Failure to serve assigned consequences		Detention(After or Saturday)	ISS- (As well as the assigned consequence)

L2	Disturbs the school habitually or violates rules		Detention(After or Saturday)	OSS-5days/Expulsion
L2	Misusing internet/technology/violates technology policy		Detention(After or Saturday)	OSS-3days/Expulsion
L2	Throw objects liable to injure others		Detention(After or Saturday)	OSS-3days/Expulsion
L2	Engaging in inappropriate Public Displays of Affection		Detention(After or Saturday)	OSS-3days/Expulsion
L2	Repeated Level 1		Detention(After or Saturday)	OSS-3days/Expulsion
L3	Leaving school ground w/o permission		Detention(After or Saturday)	OSS-10 days/Expulsion
L3	Trespassing Violation		OSS-1 day	OSS-5 days/Expulsion
L3	State Testing Violations	Breaking any testing regulation	OSS-1 day	OSS-5 days/Expulsion
L3	Bullying / Cyberbullying / Intimidation / Harassment	<p>Bullying: Harassment, intimidation, or bullying of a student on school property by another student</p> <p>Cyberbullying: Harassment, intimidation, or bullying of a student on school property by another student using a computer, mobile phone, or other interactive or digital</p>	OSS-3days	Expulsion

		technology or harassment; intimidation, or bullying of a student while off school property by another student using any such means when action or actions are intended to have an effect on the student when the student is on school premises		
L3	Fighting / Instigating	The instigation of, promotion of, and/or participation in any act of force and/or physical violence that can be expected to cause harm or injury to another person	OSS-3days	Expulsion
L3	Uses or possesses tobacco, lighter, matches, alcohol, prescribed drugs		OSS-3 days	Expulsion



L3	Physical Assault / Battery / Threats (student or teacher)	Assault-an attempt to commit on a person a battery or intentional placing of a person in reasonable apprehension of receiving a battery or making statements threatening physical harm to a person. Battery-the intentional use of force or violence upon the person of another; or the intentional administration of a poison or other noxious liquid or substance to another	OSS-10days	Expulsion
L3	Verbal abuse and/or threat		OSS-10days	Expulsion
L3	Possession of drugs and weapons (look alike)		Expulsion	Expulsion
L3	Deliberate, malicious vandalism (destruction of property etc.)		OSS-3days	Expulsion
L3	Forgery and Gambling		OSS-5days	Expulsion
L3	Hate/Violence/Discrimination/Racial and Sexual slurs		OSS-10days	Expulsion
L3	Gang-Related Incidents		Expulsion	Expulsion
L3	Commits any other serious offenses	Any serious, harmful incident resulting in the need for law	ISS	Expulsion

		enforcement intervention (ex. Extortion)		
L3	Violates traffic or safety violation	To break any law that pertains to the obstruction and flow of traffic and/or safety regulations	OSS-5days	Expulsion
L3	Arson / Bomb threats / False alarms		OSS-10days	Expulsion
L3	Improper use of computer(viewing obscene, pornographic, weapons		In-School Suspension	OSS-3days/Expulsion
L3	Repeated Level 2		In-School Suspension	OSS-3days/Expulsion
L3	Stealing	Having possession of, or having passed on, or being responsible for removing someone else's property without that person's permission	In-School Suspension	Expulsion
L3	Making unfounded charges	Giving false information either verbally or in writing to a teacher, administrator, or school staff member, making false allegations against teachers or staff members	OSS-3days	Expulsion

## **10.5. RESTORATIVE PRACTICE (NEW APPROACH TO DISCIPLINE)**

Restorative Practice is an evidenced-based approach that provides students, teachers and administrators with effective ways to prevent and respond to school conflict and violence, build a sense of community, and strengthen relationships at every level of the school network. Research shows that restorative approaches can transform student behavior and build healthy school communities.

Two practices are commonly used in schools. The first is restorative circles. Circles are proactive strategies used in the classroom to establish trust and build relationships. When used regularly, they enhance student communication skills, minimize classroom management issues, and establish a process for resolving conflict and problem-solving when issues do arise. Problem-solving circles require greater preparation and skilled facilitation. They provide a tool to repair relationships when conflict occurs.

The second restorative approach is conferencing. When students are willing to acknowledge their part in conflict or misbehavior and repair harm that was done, Community Conferences provide a process to hold students accountable to those harmed and help them to understand the impact of their actions and their responsibility for reparation. A trained facilitator brings together everyone who has been affected by the behavior to speak about what happened, how everyone has been affected, and to decide together how to repair the harm done. This process serves to provide an opportunity for the person who committed the harm to be restored to the school community with dignity and a chance for the person who was harmed to have a voice in the outcome. Community Conferences do not preclude the possibility of suspension or expulsion. However, if the person who committed the harm meets the reparation agreement, the issue may, at the discretion of the school, be considered resolved and no further disciplinary action taken. Community Conferences can be used in cases where suspensions are pending and may make a suspension unnecessary.

Restorative questions are the foundation of this Community Conference process:

- What happened?
- Who was impacted and how were they affected?
- How should the harm be repaired?

Other restorative practices are less formal but no less effective. They include brief interventions such as Affective Statement and Affective Questions. As the school moves from a traditional discipline to a restorative discipline, a new culture evolves that is less punitive, more healing, and serves to model a way of life for students and staff.

## **10.6. SUSPENSION AND EXPULSION**

### **a. Removal from school can take place in one of the following forms:**

- Short-term Suspension - one (1) to ten (10) days.
  - Long-term Suspension - eleven (11) to twenty (20) days, which can be only imposed by a Hearing Officer in lieu of recommended expulsion.
  - Expulsion - denial of attendance in a regular school setting for a period of not less than one school semester.
- b. In no event will an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case an out-of-school suspension of up to one calendar year is appropriate. Out-of-school suspensions will have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted.
  - c. Out-of-school suspensions will be assigned as consistently as possible, but may vary depending upon the circumstances unique to each situation. The disciplinary committee may take previous conduct and previous disciplinary actions into consideration.
  - d. The principal/director or his/her designee shall maintain records related to the Education Plan and the student and/or parent's compliance with the Plan.
  - e. While serving an out-of-school suspension (short or long-term), a student may not participate in any school extracurricular activities.
  - f. The suspension of any student receiving services under an IEP will be governed by the applicable provisions of the Individuals with Disabilities Education Act.
  - g. Students will be given an opportunity to explain his version of the event before the suspension or expulsion decision, during the investigation.

### **10.6.1. SUSPENSION**

#### **In School Suspension**

The principal or his/her designee may impose an in-school suspension (ISS) at his/her discretion. ISS is assigned to provide an isolated environment for those students who may need to be temporarily removed from the general school population for repeated misbehaviors. Students assigned to in-school suspension must report to the ISS coordinator upon entering the school building. Students will remain in ISS until the end of the day unless stated otherwise. All school work will be brought to the student and he/she must complete all work during the school day. Before assigning an in-school suspension, the principal or his/her designee shall verbally inform the student of the in-school suspension, the reason for it, and whether it will be served in school. The student will be given an opportunity to deny or explain the charges. The school administrator shall also contact the parent(s) or guardian(s) in writing informing them that the student has been placed in in-school suspension for a specific amount of time. Written notification shall be provided by personal delivery, mail delivery or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of the suspension at the last known

address. Whenever possible, notification shall also be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident, or incidents, which results in the suspension and shall offer the opportunity for the parent to schedule an informal conference with the principal or his/her designee.

By state law and district policy, Kenilworth Science & Technology School students are under the jurisdiction of the Kenilworth Science & Technology School student code of conduct and policies, in addition to the state laws, while on a school trip, at any school activity, on any part of the campus, and within 300 feet of the campus.

Students who are temporarily suspended from school are prohibited from participating in extracurricular activities or career/technology work programs.

### **Out of School Suspension**

A suspension, in which the student is not allowed to attend school for a designated period of time, is a serious and formal corrective strategy a school takes if a student commits Level 3 or 4 infractions, or where the student commits multiple violations of other requirements of the student code of conduct, or for other reasons provided in this Handbook.

#### *Procedures for Out-of-School Suspensions*

All students shall be treated fairly and honestly in resolving grievances and complaints, and in the consideration of any suspension.

1. The principal or designee will meet with the student. At this student meeting, the student will be advised of the behavior infraction and given the opportunity to explain his or her version of the facts.
2. If after the student meeting, the principal or designee still chooses to suspend the student, the principal or designee shall contact by telephone at the telephone number shown on the pupil's registration card or send a certified letter at the address shown on the pupil's registration card to the parent or guardian of the student, giving notice of the suspension, the length of the suspension, providing the reason for the suspension, and explaining how to appeal the suspension. The principal or designee must attempt to give this information to the parent/guardian in writing. The principal or designee will also set a date for readmission conference.
3. Students suspended 3 or more consecutive days will be provided schoolwork during their suspension, which must be picked up by the parent/guardian at the school. A student suspended less than 3 consecutive days will receive the assignments on return from his/her suspension.
4. The student shall remain in school until the end of the school day on the day he or she is suspended unless released into the care of a parent/guardian. No student should be sent home without proper documentation of the particular misconduct and reason for the suspension.

5. In extraordinary circumstances, the principal or designee is authorized to call law enforcement personnel to transport student home and/or to a designated facility, including juvenile detention.
6. Before a student returns to school, the parent/guardian must participate in the scheduled readmission conference. This conference can be held in person or by phone. If the parent, tutor, or legal guardian fails to attend the required conference within five school days of mailing the certified letter or another contact with the parent, the truancy laws shall become effective. If it is the student's first suspension of the school year the principal or designee may readmit the student if it is in the best interest of the student, even if the parent does not attend the readmit conference.

### **Long-Term Suspension**

The principal or his/her designee may impose a long-term suspension of more than 10 days. Such a suspension may be imposed only after the student has been found guilty at a formal suspension hearing. Upon determining that a student's action warrants a possible long-term suspension, the principal or his/her designee will verbally inform the student that he or she is being suspended and is being considered for a long-term suspension and state the reasons for such actions. The principal or his/her designee shall immediately notify the student's parent(s) or guardian(s) of the suspension in writing. Written notice shall be provided by personal delivery, express mail delivery or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of suspension at the last known address. Where possible, the notification also shall be provided by telephone if the school has been provided with a contact description of the incident, or incidents, which results in the long-term suspension and shall offer the opportunity for the parent to schedule an informal conference with the principal or his/her designee .

### **Suspension Appeals**

Any parent, tutor, or legal guardian of a suspended student shall have the right to appeal to the local education agency superintendent or to a designee of the superintendent, who shall conduct a hearing on the merits of the case. The parent may appeal the reason for the suspension or the length of the suspension.

An appeal of the decision to suspend a student may be taken by submitting a written request to appeal the suspension to the superintendent. The request must be made no later than two (2) days after the start date of the suspension, and must include a copy of the suspension documentation provided to the student, parent, or guardian. The decision of the superintendent on the merit of the case, as well as the term of suspension, shall be final, reserving the right to the superintendent to remit any portion of the time of suspension.

A student suspended for damages to any property belonging to Kenilworth Science & Technology School system or to property contracted to Kenilworth Science & Technology

School system shall not be readmitted until payment in full has been made for such damage or until directed by the principal or his/her designee. If the property damaged is a school bus owned by, contracted to, or jointly owned by any parish or city school board, a student suspended for such damage shall not be permitted to enter or ride any school bus until payment in full has been made for such damage or until directed by the superintendent of school.

A student whose presence in or about a school poses a continued danger to any person or property or an ongoing threat of disruption to the academic process shall be immediately removed from Kenilworth Science & Technology School premises without the benefit of the procedure described hereinabove; however, the necessary procedure shall follow as soon as is practicable.

## **10.6.2. EXPULSION**

### **I. Definitions**

The following definitions shall apply in connection with any expulsion proceedings:

- A. **Charter Operator** – the nonprofit corporation that has entered into a Charter Contract with the State Board of Elementary and Secondary Education to operate a Type 5 charter school under the jurisdiction of the Recovery School District.
- B. **Expulsion** – a removal from all regular school settings for a period of not less than one school semester, unless otherwise specifically provided or defined as a permanent expulsion and except as otherwise provided by R.S. 17:416(B) or (C).
- C. **Expulsion Hearing** – a hearing wherein school official(s) and the student and parent(s) of the student recommended for expulsion are allowed to present evidence and testimony regarding the behavior(s) that resulted in the student being recommended for expulsion.
- D. **Expulsion Hearing Decision** – the decision rendered by the Hearing Officer, following a hearing, which identifies the evidence presented, issues, findings of fact, the basis of the determination, finding, and decision.
- E. **Expulsion Recommendation Form** – the notice provided to a parent/tutor/guardian, which contains the specific reasons for the suspension and recommended expulsion, the time, date, and place of the Expulsion Hearing, and a notification of the right to view and to request, in writing, a copy of any information to be presented by the school at the Expulsion Hearing.
- F. **Firearm** – the term has the same meaning as given in 18 U.S.C. 921(a). It means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver

of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device. A destructive device means any explosive, incendiary or poison gas (1) bomb; (2) grenade; (3) rocket having a propellant charge of more than four ounces; (4) missile having an explosive or incendiary charge of more than one-quarter ounce; (5) mine or (6) any device similar to any of the devices described in the preceding clauses.

G. **Hearing Officer** – the Charter Operator or Designee who conducts an Expulsion Hearing and renders an Expulsion Hearing Decision.

H. **Possession** – the exercise of dominion or control over a thing or substance even though not in a person’s physical dominion or control, a thing or substance is subject to his dominion or control; joint possession occurs when a thing or substance is in the physical custody or another person who willfully and knowingly shares with the other the right to control the thing or substance.

I. **Weapon** – any object which, under the circumstances, may be used to inflict bodily injury or damage to property.

## **II. Recommended Expulsion Hearing Option**

Any student after being suspended for committing any of the offenses cited in La. R.S. 17:416 may be expelled, upon recommendation by the principal of the charter school in which the student is enrolled if the conduct is serious or persistent. The principal or designee must make the disciplinary determination on the basis of the severity of the misconduct and the previous record of behavior.

## **III. Recommendation for Expulsion and Mandatory Expulsions**

The following conduct requires a principal or his/her designee to immediately suspend the student and to recommend expulsion if the principal or his/her designee shall determine that such student is guilty of the conduct. The principal or his/her designee may not assign a lesser punishment for conduct mandating expulsion, as provided by law and as set forth herein.

### **A. Carrying or Possessing a Firearm or Another Dangerous Instrumentality**

1. A student found carrying or possessing a firearm or another dangerous instrumentality on school property, a school bus, or a school-sponsored event shall be immediately suspended and recommended for expulsion. La. R.S. 17:416(B)(1)(b)(i).
2. Any student found guilty of bringing or being in possession of a firearm on school property, a school bus, or a school-sponsored event, following a hearing, shall be expelled from school for the minimum period as set forth in law and shall be referred to the district attorney for appropriate action. La. R.S. 17:416(C)(2)(a)(i), (b)(i), (c)(i) and 20 U.S.C. Section 7151.
3. Under the above circumstances, students with disabilities shall be disciplined under Louisiana’s Regulations for Implementation of Children with



Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28 Part XLIII Bulletin 1706 Subpart A – Regulations for Students with Disabilities, Section 519B.

4. The suspension and expulsion provisions in reference to the possession of a firearm shall not apply a student carrying or possessing a firearm for the purposes of involvement in a school class or course or school approved co-curricular or extracurricular activity or any other activity approved by the appropriate school officials. La. R.S. 17:416(B)(1)(c)(i).
5. Notwithstanding the provisions of this policy, school officials shall have total discretion and shall exercise such discretion in imposing on a student any disciplinary actions for possession by a student of a firearm on school property when such firearm is stored in a motor vehicle and there is no evidence of the pupil's intent to use the firearm in a criminal manner. La. R.S. 17:416(F).

#### B. Carrying or Possessing a Knife

1. No student shall be permitted to carry or possess a knife of any blade length on school property, a school bus, or a school-sponsored event, unless the student is carrying or possessing a knife for the purposes of involvement in a school class or course or school approved co-curricular or extracurricular activity or any other activity approved by the appropriate school officials. La. R.S. 17:416(B)(1)(b)(ii).
2. A student who is found carrying or possessing a knife with a blade of less than two inches in length on school property, a school bus, or a school-sponsored event may be suspended by the school principal; expulsion for such an offense is not mandated. La. R.S. 17:416(B)(1)(b)(ii)(bb).
3. A student eleven (11) years of age or older in grades sixth through twelfth who is found carrying or possessing a knife the blade of which equals or exceeds two inches in length on school property, a school bus or a school-sponsored event shall be immediately suspended and recommended for expulsion. If found guilty following a hearing, such student shall be expelled. La. R.S. 17:416(B)(1)(b)(ii)(cc).
4. A student less than eleven (11) years of age in grades pre-kindergarten through fifth who is found carrying or possessing a knife the blade of which equals or exceeds two inches in length on school property, a school bus, or a school-sponsored event may be recommended for expulsion, but such is not required. La. R.S. 17:416(B)(1)(b)(ii)(cc).
5. Under the above circumstances, students with disabilities shall be disciplined under Louisiana's Regulations for Implementation of Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28 Part XLIII Bulletin 1706 Subpart A – Regulations for Students with Disabilities, Section 519B.
6. The suspension and expulsion provisions in reference to the possession of a knife shall not apply a student carrying or possessing a knife for the purposes of involvement in a school class or course or school approved co-curricular or extracurricular activity or any other activity approved by the appropriate school officials. La. R.S. 17:416(B)(1)(c)(i).

7. Notwithstanding the provisions of this policy, school officials shall have total discretion and shall exercise such discretion in imposing on a student any disciplinary actions for possession by a student of a knife on school property when such knife is stored in a motor vehicle and there is no evidence of the pupil's intent to use the knife in a criminal manner. La. R.S. 17:416(F).

C. Possessing, Distributing, Selling, Giving or Loaning Any Controlled Dangerous Substance

1. A student who possesses, distributes, sells, gives, or loans any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form shall be immediately suspended and recommended for expulsion. La. R.S. 17:416(B)(1)(b).
2. Any student, 16 years of age or older, found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus, or at a school-sponsored event following a hearing shall be expelled from school for the minimum period set forth in law. La. R.S. 17:416(C)(2)(a)(ii).
3. Any student who is under 16 years of age and in grades six through twelve and who is found guilty of possession of, or knowledge of and intentional distribution of, or possession with intent to distribute any illegal narcotic, drug, or other controlled substance on school property, on a school bus or at a school-sponsored event following a hearing shall be expelled from school for the minimum period set forth in law. La. R.S. 17:416(C)(2)(b)(ii).
4. Any student in kindergarten through grade five who is found guilty of possession of or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug or other controlled substance on school property, on a school bus, or at a school-sponsored event following a hearing shall be referred to the Charter Operator through a recommendation for action by the Charter School principal or designee. La. R.S. 17:416(C)(2)(c)(ii).
5. Under the above circumstances, students with disabilities shall be disciplined under Louisiana's Regulations for Implementation of Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28 Part XLIII Bulletin 1706 Subpart A – Regulations for Students with Disabilities, Section 519B.
6. The suspension and expulsion provisions in reference to the possession of or knowledge of and intentional distribution of or possession with intent to distribute any illegal narcotic, drug or other controlled substance shall not apply to a student possessing any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law that has been obtained directly or pursuant to a valid prescription or order from a licensed physician. However, such student shall carry evidence of that prescription or physician's order on his person at all times when in possession of any controlled dangerous substance which shall be subject to verification. La. R.S. 17:416(B)(1)(c)(ii).

D. Student Suspended on Three Occasions

Any student who has been suspended on three occasions for committing any of the offenses, during the same school year, shall on committing the fourth such offense be expelled until the beginning of the next regular school year and the student's reinstatement shall be subject to the review and approval of the Charter Operator.

E. Conviction of a Felony

The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, which had it been committed by an adult would have constituted a felony, may be cause for the expulsion of the student for a period of time as determined by the Charter Operator. The expulsion requires the vote of two-thirds of the members of the Charter Operator and such decision cannot be delegated to its designee. La. R.S. 17:416(D).

F. Other Violations

In addition, the school may suspend (either on a long-term or short-term basis) and/or expel any student as provided by law.

**IV. Expulsion Procedures**

- A. Proceedings for expulsion shall commence upon any allegation of a student committing an offense for which expulsion is warranted, or when a student has received more than three (3) suspensions as set forth in R.S. 17:416(B)(2).
- B. Statements were taken from students who may have witnessed any event for which disciplinary action is being considered should be in the student's handwriting and signed and dated by the student. If a student is willing only to give an anonymous handwritten statement, the principal or designee should certify at the end of the student's statement that it was given under the condition of anonymity. If a student will only give an oral anonymous statement or if the student is not capable of writing, a brief summary of the statement should be included with the individual taking the statement certifying that the version of the statement given is accurate and the student would only give the statement if s/he could remain anonymous or that the student cannot write. Recorded statements may be taken with the student identifying him/herself on the recording. If a student will only give a recorded statement by remaining anonymous, the principal or designee will so state at the beginning of the recording. A brief written report should be prepared which would include the following:
  - a. The principal's or designee's conclusions as to how/when/where/why the incident occurred, who was involved, who was at fault, in whole or in part, and the penalty imposed or recommended; and,
  - b. The evidence on which the conclusions were based, e.g., signed statements taken, unsigned statements taken, verbal only statements taken, recorded statements taken, and physical or circumstantial evidence. Copies of all written materials

must be attached to the report with the identification of the names of any student witnesses removed before release to parents or used at any hearing.

- C. After a principal or a designee has made every reasonable effort to investigate all aspects of the discipline problem, the principal must then decide whether or not to recommend expulsion to the Charter Operator. The principal or designee shall make a reasonable effort to reach a fair determination of the incident before making any disposition. The principal or designee has no discretion concerning those offenses for which expulsion is mandated under La. R.S. 17:416.
- D. Prior to suspending a student pending expulsion, the school principal or designee shall advise the student in question of the particular misconduct of which he or she is accused, as well as, the specific reasons for such accusation, and the student shall be asked at that time to explain his or her version of the facts to the school principal or a designee. The student may be requested to reduce his or her version to writing.
- E. In the event that the principal or designee determines that expulsion is warranted, the principal or designee shall mail a copy of the Recommendation for Expulsion Form, including specific reasons for the expulsion to the student's parent, tutor, or guardian. The recommendation will be sent by certified mail, return receipt requested, or hand delivered to the parent, tutor, or guardian on the day of the student's removal from school, if possible, but no later than the following school day. If hand delivered, the principal or designee will document the date of delivery and to whom the letter was delivered. The letter shall contain the specific reasons for the suspension and recommended expulsion, shall set forth the time, date, and place of the Expulsion Hearing, and shall contain a notification of the right to view and to request, in writing, a copy of any information to be presented by the school at the Expulsion Hearing. For a student with disabilities, a Parent Notice of Discipline meeting date and information on the rights of exceptional children should also be included with the Recommendation for Expulsion Form. The principal or designee shall document any referral to Child Welfare and Attendance, Families in Need of Services, Parent Liaison and/or the District Attorney's Office.

A hearing is conducted within 10 days of the incident by the Hearing Officer. The Charter Operator, or a designee, shall act as the Hearing Officer, and will receive copies of the required expulsion documents including:

- ✓ Student Incident Form
- ✓ Expulsion Recommendation forms
- ✓ LDOE Behavior Report Form
- ✓ Expulsion Recommendation Checklist
- ✓ Notification of expulsion and right to appeal.

The Hearing Officer will review the documentation for compliance with federal and state regulations and has the authority to affirm, modify, or reverse previous actions. Until the hearing takes place, the student shall remain on suspension from school and all Kenilworth activities.

Alternative School- Students expelled from Kenilworth will be assigned to an online program at home. FuelEd is a full-time online curriculum with Louisiana certified virtual teachers.  
<http://www.getfueled.com/products-services/middle-school-0>

**V. Expulsion Hearing by the Hearing Officer**

- A. The Charter Operator or a Designee shall be the Hearing Officer in Expulsion Hearings. The Hearing Officer will conduct the hearings and render the decisions in student expulsions. All references to “Charter Operator” in Section V of this policy should be understood to mean the Charter Operator or its Designee.
- B. Upon the recommendation for the expulsion by the principal or designee of a student, an Expulsion Hearing shall be conducted by the Hearing Officer to determine the facts and make a finding of whether the student is guilty of conduct warranting the recommendation of expulsion.
  - 1. The Expulsion Hearing shall be held as soon as possible but no later than ten (10) school days after the student’s removal from the school, unless an alternate date is agreed upon by all parties.
  - 2. Except in the case of an extreme emergency, requests with a valid reason to reschedule an Expulsion Hearing shall be made at least 24 hours prior to the date and time of the scheduled Expulsion Hearing.
- C. Pending the Expulsion Hearing by the Hearing Officer, the student shall remain suspended from school and all school-related activities, but may be placed in an alternative setting. Students with disabilities shall be disciplined under Louisiana’s Regulations for Implementation of Children with Exceptionalities Act (La. R.S. 17:1941 et seq.); Title 28 Part XLIII Bulletin 1706 Subpart A – Regulations for Students with Disabilities, Section 519B.
- D. Prior to the Expulsion Hearing, the parent/tutor/guardian has the right to view and to request, in writing, a copy of any information to be presented by the school at the Expulsion Hearing. The information shall be kept on file at the school office. Notice of this right shall be included in the expulsion notice. Summaries of student statements without their identification or names are sufficient information for an Expulsion Hearing.
- E. An Expulsion Hearing shall be held for special needs students when misconduct is not a manifestation of the student’s disability. The relevant disciplinary procedures applicable to students without disabilities may be applied in the same manner, except that a Free Appropriate Public Education (FAPE) must be provided after the tenth day of removal, consecutive or cumulative.

- F. At the Expulsion Hearing (a fact-finding process) conducted by the Hearing Officer, the specific reason(s) concerning the cause(s) for the proposed expulsion will be presented by the principal or a designee in support of the recommendation. The student's prior performance and attendance, as well as any relevant evidence and testimony, may be presented to the Hearing Officer in support of the severity of the recommended action. The student or a representative of the student may produce witnesses or offer information including written statements on the student's behalf to the Hearing Officer. Questions and comments should generally be directed to the Hearing Officer.
- G. After hearing the information provided by the school and the student, the Hearing Officer shall determine whether the student is guilty of the principal's or a designee's charges and whether he/she is expelled from school or if another corrective or disciplinary action is imposed. The Hearing Officer shall issue an Expulsion Hearing Decision. If the findings and disposition of the Expulsion Hearing are made at the conclusion of the hearing, the Hearing Officer shall inform the parent/tutor/guardian and the student of the findings and disposition of the matter. In any event, the principal or his/her designee shall mail (by certified mail, return receipt requested and standard mail), or hand delivery to the parent/tutor/guardian, the principal or designee, no later than three (3) school days after the Expulsion Hearing. In the event the Hearing Officer does not find the student guilty of conduct warranting a recommendation of expulsion, the Hearing Officer shall state in writing the reason(s) for such finding and provide a copy to the principal and the parent/tutor/guardian of the student.
- H. Where the principal or his/her designee has proceeded with the Expulsion Hearing when the parent/tutor/guardian failed to appear, written notification of the decision shall be mailed (by certified mail, return receipt requested and standard mail), or hand delivered to the parent/tutor/guardian and the principal no later than three (3) school days after the Expulsion Hearing.
- I. The principal shall make the appropriate entries in the student data in the event the student had been dropped from the school. Whenever a student drops from a school, the principal or his/her designee shall attend any Expulsion Hearing, even if the student and parent/tutor/guardian fail to appear for the hearing.

## **VI. Expulsion Appeal**

- A. In the event the Charter Operator Hearing Officer determines that a student should be expelled, the parent/tutor/guardian of the expelled student or the student (if the student is 18 years of age or older), may, within five days after the decision is rendered, request that the local education agency superintendent conducts a record review of the findings of the Charter Operator Hearing Officer. Records shall be maintained and made available upon request. If there is no timely appeal, the decision of the Charter Operator or its designee will be final.

- B. In the written request for review, the parent or student, if over 18 years of age, shall provide a statement setting forth the basis for the request for review. The written request for review must be requested by hand-delivery or by mail and must be postmarked within five (5) calendar days of the rendering of the expulsion decision. Requests for review which are not mailed or hand-delivered within this time period shall not be processed unless extenuating circumstances can be demonstrated by the parent/tutor/guardian or student.
- C. Upon notification by the principal of receipt of an expulsion appeal, the principal or his/her designee shall deliver the following to the local education agency superintendent, within five (5) calendar days:
  - 1. the written record of the expulsion proceedings, to consist of all information, including but not limited to, records, statements, and documents;
  - 2. Prior decisions rendered in the matter; and
  - 3. The date of mailing or hand delivery of the Expulsion Hearing Decision.
- D. The principal shall provide the superintendent with a copy of the written request for review and any supplemental information submitted by the parent or student, if over 18 years of age. The superintendent shall have five (5) calendar days from receipt to respond to the request for review.
- E. The superintendent's review of the Expulsion Hearing Decision shall be a record review. After reviewing the findings of the Charter Operator Hearing Officer or its designee and the request for review and any response by the Charter Operator Hearing Officer, the superintendent or designee may affirm, modify, remand, or reverse the action previously taken. If the superintendent reverses the decision of the Charter Operator Hearing Officer, the superintendent shall readmit the student to the charter school.
- F. The superintendent or his/her designee shall provide written notification of the decision to the parent/tutor/guardian by mail (by certified mail, return receipt requested and standard mail) or by hand delivery.
- G. If the superintendent or his/her designee upholds the decision of Charter Operator Hearing Officer, the minor student or student's parent/guardian may, within 10 days of the superintendent's decision, appeal to the district court for the parish in which the student's school is located. The parish court may uphold, modify, or reverse the decision of the superintendent.

**Throughout the appeal process, the student will remain at home. The parent/guardian will be given all academic work to be completed during this time.**

**VII. Readmission or Admission of an Expelled Student**

- A. No student who has been expelled pursuant to the provisions of La. R.S. 17:416, or who has been expelled from a school out of state, shall be admitted except in accordance with La. R.S. 17:416(B) and (C).
- B. The conviction of any student of a felony or the incarceration of any student in a juvenile institution for an act, whether committed in this state or outside the state, which had it been committed by an adult would have constituted a felony in this state may be sufficient cause for the Charter Operator to refuse admission of said student to the charter school except upon review and approval of Charter Operator.

**VIII. Readmission of an Expelled Student on a Probationary Basis**

Expelled students may be readmitted on a probationary basis to school at any time during the specified period of expulsion as provided in La. R.S. 17:416(C)(2)(d).

**IX. Additional Disciplinary Authority For Suspension of Driver's License**

Pursuant to La. R.S. 17:416.1(D), any student between the ages of 14 and 18 who is expelled or suspended from school for ten or more consecutive days or assigned to an alternative educational setting for ten or more consecutive school days for infractions involving the sale or possession of drugs, alcohol, or any other illegal substance, the possession of a firearm or an infraction involving assault or battery on a member of the school faculty or staff shall have his or her driver's license for the operation of a motor vehicle suspended for a period of one year, in accordance with the provisions of La. R.S. 32:431. The term "license" or "drivers license" shall include a Class "E" learner's license and intermediate license as provided for in La. R.S. 32:407. **The principal of the school that the student attended at the time of the offense shall notify the Department of Public Safety and Corrections of any student expelled or suspended for ten or more consecutive days for the infractions or offenses aforestated after the period of an appeal has expired.** The notice shall include a copy of the student's disciplinary determination and the student's full name, address, date of birth, social security number, and, if available, driver's license number and the name, address and telephone number of the student's parent, custodial parent, or tutor.

**X. Status and Rehabilitation of Suspended and Expelled Students**

During the period of out of school suspension (less than 10 days), the student will remain at home until the end of the suspension. Expelled students will be provided with an alternate educational setting for the duration of the expulsion period.



## **XI. Disciplinary Actions-Removal from the classroom**

In addition to out-of-school suspension and expulsion, KST may employ other disciplinary measures, including, but not necessarily limited to, Time-Out Room and In-School Suspension.

### **1. Time-Out Room**

TOR is an alternative procedure for dealing with disruptive students whereby a student is able to remain in school and given the opportunity to modify his/her behavior by removal from the classroom environment.

### **2. In-School Suspension**

3. ISS is an alternative setting for a minimum of a complete school day whereby students remain in school and are provided the opportunity to complete their suspension at the school. Teachers are responsible for providing students with assignments while in ISS.

## **XII. Corporal Punishment in Schools**

Each LEA prohibits the use of any form of corporal punishment in any public school, program or activity under its jurisdiction, including direct-run or charter schools. Thus, neither the principal nor any member of the school staff or LEA employee has the authority or discretion to use any form of corporal punishment against a student. However, it is recognized that reasonable use of physical force and restraints may be necessary to stop a disturbance threatening physical injury to others, to obtain possession of dangerous or contraband objects from students, for the purpose of self-defense, for the protection of persons or property, or similar actions.

Corporal punishment refers to the intentional application of physical pain as a method of changing behavior. It includes a wide variety of methods such as hitting, slapping, punching, kicking, pinching, shaking, choking, use of various objects (wooden paddles, belts, sticks, pins, or others), painful body postures, use of electric shock, use of excessive exercise drills, withholding meals, or prevention of urine or stool elimination. It also includes the use of seclusion, i.e., locked isolation, and inappropriate restraint, i.e., restraint by individuals who are NOT Crisis Prevention Institute (CPI) certified or by those implementing inappropriate CPI protocol.

## **10.7. DETENTION POLICY**

Kenilworth Science & Technology Middle School is continuing its detention program. There are three types of detention: After-School, Teacher, and Saturday detention. The detention program is designed to keep students in their educational environment as much as possible, by providing teachers and administrators the option of issuing lunch detention or after school detention instead of issuing "In School Suspension" or "Out of School Suspension" for relatively minor offenses. Teachers will have the authority to issue teacher detention to a student if the student has committed any of the following offense:

- failure to complete homework
- minor classroom disruption
- use of any prohibited items: electronic device; such as but not limited to a paging device, mp3 player, or cellular phone during instructional time (in the classroom)
- profanity/obscene gestures toward other students in the classroom

Once a teacher assigns a student- teacher detention, the information needs to be documented on Deanslist and the teacher must enter detail information regarding the incident.

Students who serve their detention will be marked on Deanslist; students who skip their detention will be given another detention or ISS the following day. The Dean of Students or his/her designee will call the parents of the students who did not serve detention and inform the parent of additional consequences.

Students assigned to after school detention MUST have transportation. Students will have the opportunity to serve detention on the same day the detention is issued. The school will not be responsible for transporting students to their home from detention. No one will be excused from their assigned detention without a valid explanation from the parent or guardian. Students will not be excused from detention to participate in or attend an athletic or extracurricular event. The penalty for failing to attend detention on the assigned day will lead to another after school detention or Saturday detention (administrative).

Students are responsible for attending their scheduled detentions on time at the scheduled site. It is the student's responsibility to see an administrator to inquire about a detention change if there is an emergency or a legitimate reason that warrants a detention change.

Rules for Detention: (Students will copy the rules for detention)

1. Be on time. After School Detention is from 3:00-4:30 p.m. Monday, Tuesday, Thursday and Friday, on Wednesdays after school detention will be held from 1:50-3:00pm. Saturday Detention will be held from 8-11am. Students will not be permitted to complete detention if they are late and the next level consequence will be given. Students and parents may also be asked to attend Parent Academy.
2. Attendance will be taken at the beginning and end of the detention period.
3. Students will copy the Rules for Detention on a sheet of paper
4. Teachers who assign detention to a student must provide the student with a meaningful content specific assignment that benefits the student's academic progress. It is the teacher's responsibility to provide a meaningful assignment for completion during that time.
5. Students are expected to do schoolwork during the entire hour. All needed materials (books, paper, pencil, etc.) should be brought to detention.
6. If a student does not have schoolwork, the detention supervisor will assign Character detention packets. Students are expected to complete the assigned lessons before the conclusion of the detention period, or the student will be assigned another detention.
7. Students will not be permitted to use the bathroom, to go to their lockers, or to see another teacher once the detention hour has started. Students should take care of these matters before arriving at the detention room.

8. There is no whispering/ talking, writing notes, texting or trying to communicate in any other way with any other student during the detention hour.
9. Students may not sleep during detention
10. Electronic devices are not allowed in detention.
11. No eating or drinking.
12. Students will not be released early from detention.
13. The detention supervisor will dismiss the students when it is time to leave.
14. If an emergency arises and the student cannot attend, the parent must contact the school administrator or teacher (if it's a teacher detention). If the reasons are acceptable, the detention will be rescheduled. All detention must be served within the same week.

**NOTE:** Parents of students who continuously violate school rules or attend detentions will be asked to attend Saturday Parent Academy with his or her child upon receiving the third detention. If the parent cannot attend the Parent Academy, the student will be assigned community service the following Saturday. More information regarding community service will be given to the parent(s) or guardian(s) during the school year.

## **10.8. FIGHTING POLICY**

Parents who encourage their child to fight are encouraging their child to break school rules. Kenilworth Science and Technology Middle School stands with the belief that nearly all problems or conflicts can be settled through discussion. Physical force is dangerous and is not a solution. Since the school always has a responsible adult(s) on duty, Kenilworth Science and Technology Middle School believes no student should respond to force with force to protect himself/herself.

A participant is one who does not avail oneself of the opportunity to escape from the situation, but willingly becomes actively involved. The school advocates that a student exercise the option to walk off. The instigator is one who starts the fight and is actively involved in the confrontation.

Kenilworth Science and Technology Middle School recognizes the need for self-defense, only so long as it is necessary to protect oneself; when the danger is past, resorting to violence is no longer an option. Thus, the school only recognizes self-protection, not retaliation.

Fighting of any kind shall not be tolerated on campus or at any school related events. The following shall apply with respect to any instances of fighting.

A. For every fight involving students who are 14 years of age or older, the school principal or his/her designee may ask the police officer on site to take appropriate actions.

B. Appropriate law enforcement authorities include assigned School Security Officers and Youth Resource Officers.

C. These law enforcement authorities will investigate the fight and recommend one of the following actions:

- (1) Issuing the student a misdemeanor summons;
- (2) Releasing the student to a parent or guardian with the agreement that both will appear in juvenile court;
- (3) Taking the student directly to the Juvenile Detention Facility;
- (4) Arresting the student; or
- (5) Counseling student and releasing the student to the parent or guardian with a warning.

D. Students involved in a fight at school will also be subject to suspension or further disciplinary actions as stated in this handbook.

E. Pushing and shoving are not considered fighting, but once a punch is thrown, a “fight” has occurred.

F. Since pushing and shoving may lead to fighting, which is a violation of school policy, students may be subject to suspension or further disciplinary actions.

H. Non-aggressive self-defense allows the student to defend himself against an attack but only to the point where the attacker backs off.

I. Counseling will include, at a minimum, anger management and conflict resolution

Our fighting policy is in effect from the time the students leave home for school until the students return home from school. This policy is in effect at all school-related or school-sponsored activities. It is the student’s responsibility to report to the principal or dean of students, a teacher, coach, etc. any hostile attempt directed towards a student.

If in the opinion of the administration, an individual(s) perpetrated an assault or battery on another person, it shall be the prerogative of the administrator to forego previous steps and proceed to a recommendation for expulsion.

## **10.9. OFFENSIVE STUDENT CONDUCT AT END OF YEAR**

- Non-Graduating Students: Any student who commits offenses during the last ten (10) days of the school year which result in recommendations for suspension and/or expulsion shall serve the suspension and/or expulsion in the next school year.
- Graduating Students: Any 8<sup>th</sup>-grade student committing a school-related serious offense (i.e., alcohol/drugs/indecent/inappropriate behavior, etc.) after the last regular class period, may be excluded from year-end activities. This specifically includes, but is not limited to, participation in graduation exercises.

## 11. BUS DISCIPLINE

### 11.1. TRANSPORTATION POLICY

Discipline problems on the school bus will be dealt with by the principal or his/her designee of the school responsible for the student in accordance with state laws and parish regulations. The principal or his/her designee will take actions necessary to ensure the safety of the students and others on the bus. Students may be suspended from school bus transportation due to inappropriate behavior. Students are expected to follow all safety rules while riding the bus. It is important to remember that any time the driver must remove his/her eyes from the road to address those children who are breaking the rules; the entire bus is placed in jeopardy. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules:

### 11.2. BUS AREA EXPECTATIONS, RULES, AND PROCEDURES

Bus Area			
Expectations	Rules	Teacher Procedures	Student Procedures
<b>Respect others.</b>	Get to the bus promptly.	1) When the dismissal bell rings, line students up and walk them to the bus area. 2) After releasing students, circulate among the buses and students. 3) Direct students to load the buses immediately.	1) Line up and walk with your class and teacher to the bus area. 2) When released by your teacher, immediately walk to your bus and load.
<b>Observe all rules.</b>	Stay seated in assigned seats.		
<b>Act safely.</b>	Walk to the buses and use inside voices.		
<b>Remain positive.</b>	Use patience when boarding and exiting.		

## **RULES FOR BUS RIDERS CONTINUED:**

### **a. Students shall:**

1. Cooperate with the driver, because their safety depends on it;
2. Be on time, because the bus will not wait;
3. Cross the road cautiously when waiting for and leaving the bus;
4. Follow driver's instructions when loading and unloading;
5. Remain quiet enough not to distract the driver;
6. Have written permission from parent or guardian and be authorized by the principal or designee to get off at a stop other than their own; and
7. Be courteous and safety-conscious in order to protect and enjoy their riding privileges.

### **b. Students shall not:**

1. Stand when the bus is in motion;
2. Extend arms, hands, or objects out of windows or doors;
3. Throw objects on the bus or out windows or doors;
4. Eat or drink on the bus;
5. Use emergency exits except in case of emergencies,
6. Take no band instruments, projects and other objects too large or too hazardous to be held by the passenger or stowed safely under the seat;
7. Damage the bus in any way;
8. Have possession of tobacco, matches, cigarette lighters, obscene materials, weapons, drugs or other prohibited items on the bus;
10. Use obscene/profane language while on the bus, or while entering or exiting the bus;
11. Disobey the driver or the bus aide;
12. Use electronic devices.

### **c. Additionally, the following items are not allowed on the bus:**

- a. Alcohol, drugs, tobacco, matches, or cigarette lighters
- b. Pets (cats, dogs, etc.);
- c. Glass objects (except eyeglasses)
- d. Weapons (including knives or objects or implements which may be used as weapons);
- e. Objects too large to be held in laps or placed under seats;
- f. Items which are inappropriate at school shall not be allowed on the bus.

If any child should choose not to follow the rules, he/she risks being referred for disciplinary action by the bus driver. The first write up will result in a warning and parent contacted; the second write up will result in a parental conference. Subsequent referrals for bus infractions will result in suspension from the bus.

### **11.3. BUS DISCIPLINE**

1. Bus riders are under the authority of the school administrator/bus director and the bus driver, and shall observe established and appropriate standards of classroom behavior, dress code and other applicable requirements of the Student Code of Conduct while on the bus or at a bus stop. Students may be denied bus-riding privileges if they violate the rules of conduct. Students who damage school property may be suspended or expelled from riding the bus. Parents or guardian may be charged for the cost of damage done to school property by their children. Additionally, further action may be taken against the student consistent with the requirements of this Handbook and the Student Code of Conduct.
2. Denial of school bus service  
Riding the bus is a privilege, not a right. Inappropriate conduct at bus stops, on buses or in the process of boarding or disembarking from the school bus may result in the denial of bus-riding privileges. Bus referrals will be handled by the bus director or school administration.

### **11.4. ROLE OF PARENTS**

Parents should be informed of and should understand their responsibility in working with the bus driver and school system personnel for the welfare and safety of their children. Also, emphasis should be placed on the problems involved with safe transportation and the extent of responsibility placed on bus drivers who are transporting their children.

#### **RESPONSIBILITIES OF PARENTS ARE AS FOLLOWS:**

1. Be familiar with and follow local board and school level policies for school bus transportation.
2. Have children ready and at their designated pickup points along the route.
3. Cooperate with the school and bus driver in teaching children safety precautions and good manners and habits for school bus passengers.
4. Assist when there are disciplinary problems.
5. Avoid detaining the driver on the route.
6. Avoid contacting drivers to change schedules, routes assignments; bus stops, etc. (if a problem arises contact the principal of the school or supervisor of transportation.)
7. Assist the school district in monitoring safe access to passengers by keeping bus loading and unloading zones free of parked vehicles, trash or debris, by keeping vegetation trimmed, etc.

### **11.5. SUSPENSION FROM SCHOOL TRANSPORTATION**

As a result of misconduct occurring on a bus or other student transportation, and after notice to the student and his or her parent(s) or guardian(s), a student may be suspended from school transportation. When such action amounts to suspension from attending school because of the

distance between home and school and the unavailability of alternative public or private transportation; the school will make appropriate arrangements for the student's education.

- ❖ **Students suspended from the bus for fighting, or for any other offenses noted elsewhere in this Handbook that may result in suspension, may also be suspended from school at the discretion of the principal or his/her designee.**
- ❖ **Also, a bus operator may return a student to the school, or call the police, if the student poses a serious threat to the safety and health of other riders.**

### **Consequences:**

#### **(1) First Offense**

A conference will be held with student

Parent/guardian will be notified on each referral submitted

Warning citation will be issued depending on the severity of the incident

#### **(2) Second Offense**

Parent/guardian conference with the AP/Dean of Students will be held.

Possible bus removal (Administrative discretion)

#### **(3) Third Offense**

Written notification will be made available to parent/guardian

Student will be suspended from bus transportation for 3-5days

#### **(4) Fourth Offense**

Written notification will be made available to parent/guardian

Student will be suspended from bus transportation for 5-10 days (Administrative discretion)

#### **(5) Fifth Offense**

Long-term or permanent suspension for the school year from all bus transportation will be enforced after notifying parent/guardian. The school will follow the law regarding students with disabilities.

The principal or his/her designee reserves the right to determine whether suspension from bus transportation is warranted based upon the facts and circumstances of each case, and the severity of the violation.



**Bus Passes-** A written note from parents is required when students need to ride a different bus. This note should be given to the front office at the beginning of the day in order to receive a “Bus Permission Slip” which will be signed by the Dean of Students. Students must present this slip to the bus driver before boarding the bus.

## **12.CLASSROOM BEHAVIOR AND DISCIPLINE**

### **12.1. DISCIPLINE-SEVERE CLAUSES: IMMEDIATE OFFICE REFERRAL**

A classroom teacher may remove a student from his or her classroom when that teacher determines that an emergency exists. Reasons constituting an emergency include, but are not limited to:

1. Acts of violence or threats of physical harm to another student or adult.
2. Possession of tobacco, drugs, or alcohol on or near Kenilworth Science & Technology School campus, or being under the influence of alcohol or drugs.
3. Possession of a weapon.
4. Damage or destruction to property belonging to another student, Kenilworth Science & Technology School, or a teacher.
5. Swearing, cursing out, and making rude gestures, acts of cruel teasing or put-downs.

Any student removed from the classroom for any reason shown above shall be taken immediately to the principal or his designee. At the discretion of the principal or his designee, the student shall then be released to the parent, the parent’s representative, or other proper authority, including, but not limited to law enforcement officers and medical personnel, as appropriate. Any teacher removing a student for one of the above reasons must document, in writing, his or her reasons for removal and the date, time, and location of the incident.

### **12.2. CLASSROOM MANAGEMENT SYSTEM**

All students at Kenilworth Science & Technology Charter School are expected to follow the code of conduct at all times. In addition to the code of conduct, students are expected to abide by each teacher’s classroom management system. This system is meant to maximize instructional time by minimizing disruptions and time-consuming tasks. Minor misbehaviors will be managed according to the teacher’s submitted management plan and school-wide plan. When a major misbehavior is committed in class, the Dean of Students will be informed and the discipline plan for major misbehaviors will be implemented.

### **Classroom Behavior Expectations:**

1. Be in your assigned seat, ready to work before the tardy bell rings.
2. Be prepared for class and bring pencils, notebooks, and books to class.
3. Keep your hands, feet, books, and objects to yourself.
4. Do not engage in behavior that keeps the classroom from functioning or that disrupts class.
5. Follow the teacher's directions the first time they are given.
6. No gum, food, or drink allowed in the building except in designated food service areas.
7. Raise your hand before talking. If you are given permission stand up and talk. (Excluding normal class discussions)

In order to assure classroom management using positive behavioral supports and effective disciplinary tools, Kenilworth Science & Technology School will identify data-driven academic, career and technical, discipline/behavioral performance results in Kenilworth Science & Technology School Improvement Plan (SIP). Kenilworth Science & Technology School will establish and use a school-based leadership team to meet on a regularly scheduled basis to review data and guide the positive behavior process. This leadership team shall, to the extent possible, include representatives of Kenilworth Science & Technology School administration, both regular and special education teachers, parents, guidance counselors, and school bus operators (It may also include other groups, e.g., food services workers).

The leadership team will use a decision-making process utilizing a data-management system that allows graphical representation of discipline issues. Data system will permit regular and efficient monitoring and evaluation of the effectiveness of the implementation of a school-wide system of discipline. School data collection shall include, but not be limited to, average referrals per day per month, referrals by problem behavior, referrals by location, referrals by time, referrals by student, referrals by staff, individual student report by month and by year, and referrals by grade level. Environmental changes may be made as indicated by data. For instance, increased monitoring, schedule changes, or changes in recess structure may help to alleviate congestion or over- crowding at certain times during the day.

The team will uniformly use the two BESE-approved forms, i.e., "School Behavior Report Form" and "School Bus Behavior Report Form," to report incidents of alleged discipline violations. The referral system will be utilized consistently and appropriately.

The leadership team will review and revise any Zero Tolerance Policy to ensure that the policy is in compliance with R. S. 17:416.15; the policy does not violate R. S. 17:416 (H) which prohibits disciplinary action against any pupil reasonably acting in self-defense; and that inappropriate referral are not made to agencies serving children.

## **13. DISCIPLINE POLICY AND PROCEDURE FOR STUDENTS WITH DISABILITIES**

### **13.1. OVERVIEW OF PROCEDURAL SAFEGUARDS**

#### **A. General**

Disciplinary actions give students with disabilities extra legal protections when the discipline constitutes a change in placement. If a student violates the Student Code of Conduct, before consequences or punishment are imposed, the principal/designee must consider whether the student:

- Has an IDEA or Section 504 disability; or
- Is a student who is “thought to have a disability?”

While all students may be disciplined, the placement of students with disabilities cannot be “changed” when the offense is directly related to his/her disability or when the IEP or Section 504 plan is not implemented, *except in the case of emergency circumstances (drugs, weapons, significant bodily injury)*. See Section II for more information about emergency circumstances.

**B. Determining Change in Placement.** A change in placement is a legal term that applies to the situations described below. A student’s school suspension that occurred in an LA local education agency (LEA) during the same school year of transfer into another LA LEA “counts” and is added to any additional suspensions in the new school.

#### **1. More than 10 Consecutive Days of Suspension, i.e., Expulsion**

Any suspension that is for more than 10 consecutive days is considered to be a change in placement.

#### **2A. More than 10 Total Days of Suspension in One School Year. Option 1**

A series of suspensions with days that total more than 10 total school days in a school year is a change in placement.<sup>1</sup> The special education chairperson, with assistance and documentation from the Administration/Disciplinarian, monitors the number of days each student has been suspended. Students with disabilities who have not reached this 10-day threshold may be suspended under the procedures that apply to all students.

#### **2B. More than 10 Total Days of Suspension in One School Year. Option 2**

A series of suspensions with days that total more than 10 total school days in a school year may be a change in placement.<sup>2</sup> The special education chairperson, with assistance and documentation from the Administration/Dean of Students, monitors the number of days each student has been suspended. Students with disabilities who

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<sup>1</sup> In-school suspension and suspension from the bus may constitute a suspension to the extent they impact implementation of a student’s IEP. See additional information on the next page.

<sup>2</sup> In-school suspension and suspension from the bus may constitute a suspension to the extent they impact implementation of a student’s IEP. See additional information on the next page.

have not reached this 10-day threshold may be suspended under the procedures that apply to all students.

### **Factors for Determining Pattern of Suspensions**

**Substantially Similar Behavior.** Is the student's behavior substantially similar to the behavior for which the student has previously been suspended? (Factors may include the same type of behavior, same victim, same class, same day of the week or same time of day, etc.) If the answer is yes, continue with the following analysis:

**Other Pattern Considerations.** Consider such factors as:

- The length of each suspension, e.g., 1 day, 4 days, etc.
- Total cumulative days of suspensions, e.g., 11 days, 20 days, etc.
- The proximity of (time between) suspensions, e.g., 1 week apart, 2 months apart, etc.

A pattern is more likely to exist when the facts in each factor are more extreme, e.g., longer suspension lengths, more cumulative days of suspension and fewer days between each suspension. Also, consider whether the suspensions are: from the same class on a regular basis; on the same day of the week; at the same time of day; for the same activity; involving same staff or other students.

**Consistent Decision-Making.** Determining whether a pattern exists is very subjective. Thus, school staff should consult with a Department of Education Representative (Office of Federal Programs Support) when considering this issue to ensure that factors are considered consistently across schools.

The *Determining a Pattern of Suspensions Worksheet*, Appendix A, should be used to document consideration of this issue whenever a student's suspension has surpassed 10 cumulative days for the year.

**3. Additional Considerations.** The following considerations apply to in-school suspension; a suspension or removal for a portion of the school day; and for suspensions from transportation.

- a. In-school Suspension.** An in-school suspension will not be considered as a suspension for the above purposes as long as a student is given the opportunity to continue to appropriately participate in the general curriculum; receive IEP specified services, and participate with nondisabled children to the extent (s)he would have in the current placement. Any in-school suspension that does not meet this standard must be considered as a suspension for purposes of these procedures.
- b. Suspension/Removal for Portion of School Day.** Students sent home from school in the morning because of misconduct is considered to have a full-day suspension. Students sent home in the afternoon is considered to have a half-day suspension. These conditions apply unless the student's BIP specifically calls for

the student to receive a shortened school day when certain behaviors are exhibited.<sup>3</sup>

**c. Bus Suspension.** The following standards apply based on whether transportation is a related service on the IEP:

- 1) Bus Transportation Is IEP Service.** When transportation is an IEP service, a student's removal from the bus is considered to be a suspension **unless** transportation is provided in some other way. In this case, transportation has been determined to be necessary for the student to access educational services.
- 2) Bus Transportation Is Not IEP Service.** When transportation is not an IEP service, the student's removal from the bus is NOT considered to be a suspension. In this case, the student/parent have the same obligations for the student to get to and from school as any nondisabled peers suspended from the bus. However, school officials should consider whether the bus behavior is similar to classroom behavior that IS addressed in an IEP and whether the bus behavior should be addressed in the IEP or through a BIP.

**Monitoring suspensions** - principal must have procedures in place to monitor and cumulatively total all suspensions for students with disabilities.

**C. Determining Manifestation Determination & Services.**

**1. Manifestation Determination.** Within 10 days of any decision resulting in a change of placement the LEA representative, parent, and relevant members of the child's IEP Team (as determined by the parent and the LEA representative) must meet and determine whether the student's behavior is a manifestation of his/her disability using the Manifestation Determination form. The procedures below are used to make this determination.

**a. Making the Decision**

**1. Review Relevant Information.** The team participants review all relevant information in the student's file, including the IEP. If the IEP was not implemented, the team documents why it was not implemented and whether the failure to implement the IEP impacted the student's behavior.

**2. Observe Behavior.** The team also reviews documentation of staff observations regarding the student's behavior. This should include an analysis of the student's behavior across settings and times throughout the school day.

**3. Information from Parents.** The team reviews any relevant information provided by the parents.

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<sup>3</sup> Note: The Student Information System allows only the entry of suspension for a full day; half days are not permitted. Thus, there may be a difference between a student's actual total number of suspension days and the total recorded on the System. The student's "actual" full time equivalent days of suspension, however, are relevant to the application of these standards. Schools are strongly encouraged to enter suspension data in "real time."

**4. Ask Two Questions to Determine Manifestation.** The team must consider the two questions below to determine if a student's behavior was manifested by his/her disability.

**a. Relationship of Behavior to Misconduct.** Was the conduct caused by or directly and substantially related to the student's disability?

Consider whether the behavior in question has been consistent and/or has an attenuated association with the disability:

- **Consistent Behavior.** Behavior that has been consistent across settings and across time may meet this standard.
- **Attenuated Association.** Behavior that is not an attenuated association, such as low self-esteem, to the disability would not have a direct and substantial relationship to the student's disability.

**b. IEP Implementation.** Was the conduct a direct result of the school's failure to follow the student's IEP? If so, the principal must ensure that immediate steps are taken so that the identified deficiencies are remedied.

**(d) Behavior Is Manifestation of Disability.** If the relevant members of the IEP team answers yes to either question, then the student's behavior is a manifestation of his/her disability. In this case:

**1. Return to Placement.** Unless the IEP team agrees to a change of placement as part of the modification of the BIP, the school must return the student to the placement from which (s) he was removed. Note: this provision does not apply to students involved with weapons, drugs or serious bodily injury.

**2. FBA & BIP.** The IEP team must conduct or review a functional behavioral assessment (FBA) and create a behavior intervention plan (BIP) addressing ways that the school can help the student with the conduct at issue. If the student already has a BIP, it must be reviewed and modified to address how the school can better assist the student with the conduct at issue. **Note:** If the FBA requires a new assessment of student behavior, parental consent is required.

**(e) Behavior is NOT Manifestation of Disability**

**1) Same Consequences.** If the IEP team members agree that the student's conduct was not a manifestation of his/her disability, then the student may be subject to the same consequences as all students.<sup>4</sup>

**2) Required Services.** A student with a disability who is removed from his/her current placement must receive the following services beginning on the 11<sup>th</sup> day of *cumulative* suspensions during the school year. The IEP team:

**a) Identifies Services.** Identifies and documents educational services the students will receive to enable the student to continue to participate in the general education curriculum,

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<sup>4</sup> If a parent disagrees with the team's decision that the behavior was not a manifestation of the student's disability or with the interim alternative educational services or location, the parent may request an expedited due process hearing to challenge this finding. If the Hearing Officer agrees with the parent, the student will remain in the school where the offense was committed unless the parent and the school agree otherwise.

although in another setting (e.g., an interim alternative educational setting (IAES), etc.) and to progress toward meeting the goals set out in the student's IEP; and

**b) Develops/Reviews FBA/BIP.** Provides, as appropriate, an FBA and BIP services and modifications, which are designed to address the behavior violation so that it does not recur.

**c) Considers Need for More Restrictive Services.** May convene and modify the student's IEP. School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change in placement, consistent with the requirements of this section, is appropriate for a student with a disability who violates a student code of conduct .

### **13.2. WEAPONS, DRUGS OR SERIOUS BODILY INJURY: EMERGENCY PROCEDURES**

In circumstances related to a student's use of weapons, drugs or imposition of serious bodily injury, school officials may remove a student for 45 school days by following the procedures below.

#### **A. Criteria for Emergency Removal.**

- 1. Weapons.** A student carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the school's jurisdiction.

A weapon is a device, instrument, material or substance animate or inanimate that is used for or is readily capable of causing death or serious bodily injury (excluding pocket knife with a blade of less than 2 ½ inches in length); firearms, including a starter gun; the frame or receiver of such a weapon; a muffler or silencer; any destructive device including any explosive incendiary or poison gas bombs, grenades, rockets, missiles and mines; does not include antique firearms.

- 2. Drugs.** A student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the school's jurisdiction;

A controlled substance is a drug or other substance in the Federal Code that does not include a substance legally used and possessed under the supervision of a licensed health-care professional.

- ✓ Possession of alcohol and tobacco does not fall under "controlled substance." Therefore, the principal cannot move a student to an IAES for possession of these items under this section. Instead, the removal is subject to the procedural safeguards applicable to other types of misconduct.

- 3. Serious Bodily Injury.** A student inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of the State or an LEA.<sup>5</sup>

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<sup>5</sup> To comply with the law, a 45 school day emergency removal for serious bodily injury must be extremely serious, i.e., requiring medical treatment.

The serious bodily injury involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

## **B. Removal**

- 1. General.** The school may immediately remove the student for up to 45 school days to an IAES. Because drugs, weapons, and serious bodily injury are so dangerous to a safe school climate, a school may remove a student under these circumstances for 45 school days regardless of whether the team believes that the behavior is a manifestation of the student's disability.

The 45 school days do not include those days the school is not in session, e.g., Spring Break. The IEP team may specify a removal for fewer days than the maximum 45 days.

- C. Action during Removal.** During the 45 school day period, the school must convene a meeting to determine whether the student's behavior is a manifestation of his/her disability. (See Section I.C. above for more information about the manifestation determination process.)

### **1. Behavior IS Manifestation of Disability**

- a. Functional Behavior Assessment/Behavior Intervention Plan FBA/BIP.** As discussed above, the IEP team must conduct or review an FBA and create a BIP addressing ways that the school can help the student with the conduct at issue. If the student already has a BIP, it must be reviewed and modified to address how the school can better assist the student with the conduct at issue. Note: if the FBA requires a new assessment of student behavior, parental consent is required.
- b. Reevaluation.** The student may be referred for a reevaluation.
- c. More Intensive Services.** The IEP team may meet to consider more intensive special education services upon the expiration of the 45 days IAES or sooner.

### **2. Behavior is NOT Manifestation of Disability**

- a. Disciplinary Hearing.** If all team members determine that the conduct was not a manifestation of the student's disability, then the 45 school day emergency placement may proceed to a disciplinary proceeding afforded to all students.
- b. FBA/BIP.** The student must receive, as appropriate, an FBA and BIP services and modifications, which are designed to address the behavior related to the disciplinary violation so that it does not recur.

## **13.3. APPEALS**

### **A. Reasons for Requesting an Expedited Due process Hearing**

- 1. Parent Disagreement.** Parents who disagree with the appropriateness of the alternative placement or remedial disciplinary setting or services may request an expedited due process hearing.



2. **School Considers Student to be Dangerous.** If a school has documented reasons to believe that keeping the student in his/her current school is **substantially likely to result in injury to the student or to others**, the school should request an emergency hearing for the purpose of transferring the student to an IAES for up to 45 school days. *Note: this standard is not as high as a serious bodily injury; it does **not** allow for an immediate 45 school day removal.*

#### **B. Authority of Charter Operator Hearing Officer**

1. A hearing officer may:
  - a. Return the student to the placement from which the student was removed if the hearing officer determines that the removal did not comply with these procedures or that the student's behavior was a manifestation of the student's disability; or
  - b. Order a change of placement to an Interim Alternative Education Setting IAES for not more than 45 school days if maintaining the current placement of the student is substantially likely to result in injury to the student or to others.
2. The school may repeat its request for an expedited hearing if it believes that returning the student to the original placement is substantially likely to result in injury to the student or to others.

#### **C. Expedited Due Process Hearing Procedures.**

1. An expedited hearing must occur within 20 school days of the date the request is filed. The hearing officer must make a determination within 10 school days after the hearing.
2. Unless the parents and school personnel agree in writing to waive the resolution meeting or agree to mediate the dispute:
  - a. A resolution meeting must occur within seven days of receiving notice of the hearing request; and
  - b. The hearing may proceed unless the matter has been resolved to the satisfaction of both parties within 15 days of receipt of the hearing request.
3. The evidence is not disclosed to the other party three business days before the hearing is excluded unless the parties agree otherwise.

Expedited due process hearing decisions are appealable to state or federal court.

#### **D. Placement during Appeal of Discipline Decision**

1. **Weapons, Drugs or Serious Bodily Injury.** The student remains in the IAES pending the decision of the hearing officer or until the expiration of the 45-day or code violation time period (if less than 45 school days), whichever occurs first, unless the parent and school personnel agree otherwise.
2. **Behavior not manifested by the Student's Disability.** The student remains in the IAES pending the decision of the hearing officer or until the expiration of the 45-day or code violation time period (if less than 45 school days), whichever occurs first, unless the parent and school personnel agree otherwise.

3. **Behavior Is Manifested by Student's Disability but Belief Behavior is Substantially Likely to Cause Injury.** The student remains in the placement (s) he was in at the time of the behavior in question unless the parent and school personnel agree otherwise.

#### **13.4. STUDENTS WITHOUT IEPs OR SECTION 504 PLANS "DEEMED TO HAVE A DISABILITY"**

In some cases, a student without a disability will be deemed to have a disability. The criteria for making this determination and the applicable procedures relevant to such a finding are discussed below.

##### **A. Knowledge of suspected disability (Thought to be a student with a disability)**

There are certain circumstances that would indicate a school had knowledge that a student might (or is thought to) have a disability prior to the violation of the disciplinary violation. The following three situations give rise to such legal evidence:

1. **Evaluation Requested.** The parent requested an evaluation.
2. **Written Concern.** The parent expressed concern in writing to the student's teacher or school administration about the student's need for special education and related services
3. **Specific Concerns by Staff about Pattern of Behavior.** The student's teacher or other school staff told school supervisory personnel of specific concerns about the student's pattern of behavior.

If any of the three factors above are present, then school officials consider disciplinary action as if the student has a disability.

##### **B. NOT Deemed To Have Knowledge.** This provision does not apply if:

1. Parent did not consent to an initial evaluation of the student
2. Parent refused special education and related services for the student **or**
3. The student was evaluated and was determined not to have a disability.

If any of these three circumstances exist, the student may be subjected to the same disciplinary measures applied to those without disabilities engaging in similar behaviors.

The US Department of Education's comments to the IDEA states: a public agency will **not** be considered to have a basis of knowledge merely because a child receives services under the coordinated, early intervening services of the IDEA law UNLESS a parent or teacher of a child receiving early intervening services expresses a concern, in writing, to appropriate agency personnel that the child may need special education and related services.

##### **C. School Personnel Have No Knowledge and Parent Subsequently Requests an Evaluation**

If the parent requests an evaluation for a suspected disability after the student is sent to an IAES, the school must conduct an expedited evaluation at parental request. However, the student remains in placement, including an IAES, during the evaluation. If the student is found to have a disability, an IEP must be developed. The IEP team must then conduct a **manifestation determination**. If the behavior is manifested by the student's disability, the team reconsiders the student's placement in light of the new information

### **13.5. REFERRAL TO AND ACTION BY LAW ENFORCEMENT AND JUDICIAL AUTHORITIES**

- A. Reporting Crimes.** Nothing in this part prohibits school personnel from reporting a crime committed by a student with a disability to appropriate authorities or prevents State law enforcement and judicial authorities from exercising their responsibilities with regard to the application of Federal and State law to crimes committed by a student with a disability.
- B. Transmittal of Records.** School personnel reporting a crime committed by a student with a disability must ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate authorities to whom the agency reports the crime. Records must be transmitted only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act.

### **13.6. APPLICATION OF SECTION 504 AND ADA**

Generally, students with disabilities eligible for services only under Section 504/ADA (i.e., need related and supplementary aids and services only) are entitled to the procedural safeguards specified in this section. An exception to this general rule applies to students with behavior that is not a manifestation of his/her disabilities. In this case, these students are entitled to those services normally available to nondisabled students who are suspended or removed pursuant to the school's *Student code of conduct* .

### **13.7. USE OF SECLUSION AND RESTRAINTS**

Seclusion room (or "Quiet Room" or "Cool Down Room")

Seclusion is ineffective when used as a form of discipline or punishment, but can be effective as a planned behavior strategy. Seclusion should be used only after the IEP team has carefully considered a continuum of behavior intervention strategies and detailed its use in the IEP of Behavior Intervention Plan (BIP). Seclusion used only for behaviors that are destructive to property and may involve a substantial risk injury to a person, aggressive toward others or severely disruptive to the class environment. Such behaviors as general noncompliance, self-stimulation, and academic refusal can be responded to with less stringent and restrictive techniques. The seclusion room should be used only as a last resort if and when less restrictive means of controlling behavior have proven ineffective.

- If the IEP team of a student with an exceptionality determines, based upon the results of a functional assessment of behavior and other relevant information, that an

appropriate behavior intervention plan for the student should include the use of a seclusion room, the IEP team includes this information in the student's IEP or BIP and specifies the location of each seclusion room to be used, the maximum length of any period of seclusion, the maximum number of times during a single school day that the student may be placed in a seclusion room, and any other relevant matter agreed to by the IEP team. An IEP team meeting may be requested at any time to review and consider making changes in the use of this behavior intervention strategy.

- A student with a disability will not be placed in a seclusion room if the child is known to have any medical or psychological condition that a licensed health care provider has indicated, in a written statement that is provided to the school and that is on file with the school, precludes this action.
- A student with an exceptionality cannot be placed in a seclusion room except by a school employee who has had training in the appropriate use of seclusion rooms, including getting a student to a seclusion room, placing a student in a seclusion room, and supervising a student while the student is in the room.
- While a student with a disability is in a seclusion room, the school employee who is supervising the student should have the ability to see and hear the student at all times. Not more than one student with a disability should be placed in the same seclusion room at the same time. A seclusion room cannot be locked.

Notification: If a student is secluded, the parent must be notified in writing within 24 hours along with the reason for seclusion and the length of time for seclusion.

### **Physical restraints and mechanical restraints**

Restraint is used only if a student presents a threat of imminent risk of harm to self or others and only as a last resort to protect the safety of all involved. Unless the behavior of a student with an exceptionality presents an imminent risk of harm, physical restraint should be used only if there is evidence that other less-restrictive, positive behavior intervention strategies specified in the student's IEP or BIP, as appropriate to the behavior exhibited by the student, have been implemented with integrity but were documented to be ineffective.

- If the IEP team of a student with an exceptionality determines, based upon the results of an FBA and other relevant information, that an appropriate behavior intervention plan for the student should include the use of a physical restraint when other less-restrictive, positive behavior intervention strategies have been implemented but were ineffective and the child poses a danger to himself or others, the IEP team includes this information in the child's IEP or BIP and any other relevant matter agreed to by the IEP team
- A student with a disability should not be subjected to any form of mechanical restraint.
- No student with a disability should be subjected to the unreasonable, unsafe, or unwarranted use of physical restraint. A school employee uses physical restraint on a

student with a disability only if the student's behavior presents an imminent risk of harm.

- Each school employee applying physical restraint uses a method of physical restraint in which the employee has received training and applies the physical restraint in a manner that is proportionate to the circumstances and to the student's size and age and the severity of the student's behavior. Students shall be released from physical restraint as soon as the reasons justifying the use of physical restraint subside.
- A student with a disability is not physically restrained if the child is known to have any medical or psychological condition that a licensed health care provider has indicated, in a written statement that is provided to the school and that is on file with the school, precludes this action.

Notification: If a child is physically restrained, the parent must be notified in writing within 24 hours along with the reason for using physical restraint and the length of time the child was physically restrained.

#### *Documentation*

As soon as possible after use of the seclusion room or physical restraint, the school employee who used the seclusion room or physical restraint, or an employee who witnessed its use, documents the use of the seclusion room or the physical restraint. This documentation is completed no later than the school day following the day on which the seclusion room or physical restraint is used, and a copy of the documentation provided to the parent of the student, and a copy is placed in the student's special education file.

## **14. STUDENT POLICIES AND GUIDELINES FOR NETWORK AND INTERNET ACCESS**

The Kenilworth Science & Technology Charter School recognizes the role of educational technologies in stimulating innovative approaches to teaching and learning and shifting the way educators and students access and transmit information, share ideas, and contact others. Use of network resources and the Internet is for educational purposes. Adherence to policies and guidelines is required for continued access to technological resources.

## **15. E-MAIL AND TELECOMMUNICATIONS**

In general, any student's use of the KST System's networks and telecommunication resources must be for educational purposes. School system rules for student communication also apply in the online environment. Students must respect and adhere to Kenilworth Science & Technology Charter School and local, state, and federal law. The KST System's networks and telecommunications resources are owned by the KST and are subject to search and monitoring by school personnel. Cyber bullying is prohibited.

## **15.1. GENERAL POLICY**

Students must:

1. Login and use network resources only with their student account.
2. Log off and close applications immediately after completing work to prevent unauthorized use of the user ID.
3. Not use email, chat rooms, net meeting rooms, and other forms of direct electronic communication including instant messaging systems unless authorized by KST and directly supervised by a teacher. School system rules prohibiting indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing language applies to all forms of electronic communications. The student and parent or guardian shall sign an Acceptable Use of Networks and Telecommunications Agreement prior to an email account being issued.
4. Not distribute private information about themselves or others.
5. Not send spam, chain letters, or other mass unsolicited mailings.
6. Not view, use, or copy passwords to which they are not authorized.

## **15.2. NETWORKS AND INTERNET USE**

In addition to the foregoing, students shall:

1. Use Internet search engines and/or other Internet tools only under the direction and supervision of teachers.
2. Observe copyright laws, citing the source of information accessed over the Internet using a standard system as directed by the teacher and/or librarian.
3. Not intentionally access, transmit, copy, or create material that is illegal, such as obscenity, stolen materials, or illegal copies of copyrighted works, including, but not limited to, music, games, and movies.
4. Not intentionally access, transmit, copy, or create any materials or visual depictions on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, terrorizing, or harmful to minors.
5. Not attempt to gain unauthorized access, including so-called “hacking” or otherwise, compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or another harmful program to the network.
6. Not download and install any file sharing program that bypasses the district filtering device.
7. Not use technology resources to further other acts that are criminal or violate the school or district code of conduct.
8. Not make any purchase on the Internet while using school equipment or Internet service.

Students who may inadvertently access a site that is pornographic, obscene, or harmful to minors shall immediately disconnect from the site and inform the teacher. The school does not condone any illegal or inappropriate activities and will not be responsible for such use by students. The school does not guarantee the right to use the Internet and reserves the right to suspend or terminate the privilege of any individual at its sole discretion without notice, cause, or reason.

All school and district rules apply to the Internet the same as they do in the classroom, elsewhere on school grounds or school functions. Network administrators and school personnel may review student e-mail messages at any time or track student navigation of the Network or The Internet. Any violation of this policy may result in the loss of access to the Internet access network. Additional disciplinary action for students will be determined in accordance with existing rules and procedures, both administrative and as stipulated in KST handbook, and including applicable law enforcement agencies when necessary. The school recognizes that changes in technologies and local, state, and federal laws may from time to time require adjustments to policies and guidelines governing technology usage in the district and hereby authorizes the principal or his/her designee to make such adjustments as necessary.

### **15.3. CELL PHONE POLICY**

Students succeed academically when distractions are minimized. Accordingly, Kenilworth will continue to enforce a zero-tolerance for all electronic devices during the school day. Special attention is given to cell phones with their internet and text messaging features, which have made our students vulnerable to vastly more conflicts and distractions.

A cell phone ringing during class time is a major distraction and it takes away from precious instructional time. Phones on “vibrate” are a distraction as well because the student receiving the call disengages from the lesson. Text messaging during the school day has replaced note writing, and again, it takes the students’ focus away from the lesson. Therefore, in general, as noted above in this Handbook, cell phones are not permitted by students on the school campus, except as provided below.

Kenilworth is sensitive to your concerns as parents since many of your children travel great distances to school. We realize that cell phones have become the primary connector between parents and their children when they are apart from one another. If it is an emergency situation and your child **MUST** carry his or her cell phone to school we ask that you write a letter to the principal explaining the reason. The principal **MUST** approve the letter before the child is allowed to bring the cell phone to school. If the principal approves the request, the student **MUST** comply with the following procedure:

1. Upon arrival to school, the student **MUST** turn in the cell phone to the appropriate personnel.
2. The cell phone will be placed in the front office or homeroom until the end of the school day.
3. The student must pick up the phone at the end of the day.
4. The student **CANNOT** use the phone on the school bus.
5. If the phone is not turned-in in the mornings and the student is caught with the phone the parent will be notified and the cell phone privilege will be terminated.

Furthermore, please note that a student found using this device will face disciplinary action, which may include confiscation, the fines mentioned below and possible detention. Lastly, the school is not liable for any phones that are lost or stolen due to violation by the student.

#### **Penalty for breaking cell phones & electronic policy:**

1<sup>st</sup> offense (warning)- Parent must pick up cell phone from the office

2<sup>nd</sup> offense \$5(parent-notification)-Parent/guardian can receive cell phone with a fee of \$5 or the school will hold the cell phone for a month

3<sup>rd</sup> offense\$25 (parent notification) – Parent/guardian can receive the phone with a fee of \$25 or the school will hold the cell phone until the end of the school year. The phones and other electronic devices which are not collected will be disposed. (Funding will be used towards Positive Behavior Intervention Support Activities).

## **16. ARRIVAL AND DISMISSAL**

### **A. Arrival**

The school doors will open no earlier than 7:15 a.m. each morning. Students will not be supervised or allowed into the building before that time. It is important that parents remember that students arriving at school after 7:45 a.m. must be signed in the front office. Students will receive a tardy slip, which must be given to their teacher upon entering the classroom.

### **B. Dismissal**

Dismissal is at 3:00 pm Monday, Tuesday, Thursday, and Friday. On Wednesdays, 2:15 pm. If your child is a car rider, please be on time for scheduled pick-up time without prior arrangements, families will be charged \$1 per minute to compensate the staff member who must stay after school and supervise the student. These charges will be based upon time indicated on the school office clock and are not negotiable. Parents have thirty (30) days to pay any outstanding balances. Any outstanding balances will forfeit your child's ability to participate in extracurricular or field trips for which the school has to pay. Report cards and progress reports will also not be released to students with outstanding fees.

### **C. Early Check-Out**

Please note that the latest time a student can be checked out from school will be 2:30 pm Monday, Tuesday, Thursday, and Friday. On Wednesdays, the latest time is 1:50 pm. As always, Kenilworth Science & Technology School is very concerned about student's safety and well-being; early dismissal from school is an important issue. In all instances of early dismissal, the following procedures and precautions will be taken to ensure students' safety:

- Please adhere to the regular dismissal times.
- If your child needs to be dismissed early, you must call the school a minimum one (1) hour before picking up your child or send a note to the school with your child.
- The principal may release a student before the end of a school day only upon presentation of a written or face-to-face (no telephone call) request from your parent or guardian or for emergency reasons.



- Students may be released only to a parent or guardian whose signature is on file in Kenilworth Science & Technology School office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- No staff member shall permit or cause students to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of your parents or guardian.
- Students will not be released from school to any government agency without a proper warrant or written parental permission except in the event of an emergency as determined by the principal.
- Please update names and telephone numbers of adults who may pick up your child. Please update the names if your family situation changes.

## **17. EXTRACURRICULAR ACTIVITIES POLICY**

### **A. ATTENDANCE**

Kenilworth Science & Technology Charter School require students participating in extracurricular activities to be present for more than one-half a school day, on the day the activity occurs, unless the absence is excused per the Attendance Policy. A student may not be allowed to attend a field trip or participate in other activities if the student has been absent for three or more days prior to the event and returns to school on the day of the scheduled activity unless there is a written doctor's note. Tutoring or any other academic activity is to be prioritized over any non-academic club activity. The club sponsor is responsible for keeping up with student's academics. Returning students' last quarter grades and discipline records shall be checked. Reasons for students being denied might include grade status, the number of days missed, the amount of missed assignments, the number of discipline referrals, or other legitimate reasons.

### **B. GRADE REQUIREMENTS**

In order for students to become a member of the club, organization, or athletic team, the student must have attained a cumulative grade point average of 2.5 on the previous semester's work. Students entering the sixth grade may join a club, athletic team or organization based on their promotion.

### **C. STUDENT BEHAVIOR POLICY**

Extracurricular activities afford students opportunities to develop leadership, intrapersonal, and citizenship skills. Participation in extracurricular activities is a privilege, not a right. Students are viewed as role models and must demonstrate good behavior at all times. After being admitted to a club, athletic team, or organization, the student must remain a member in good standing. The student must maintain an acceptable discipline record. With the exception of tardies and minor dress code violations, students will be placed on PROBATION if they

continue to receive discipline referral resulting in disciplinary action being taken. Students serving ISS/OSS may not practice, compete, or participate, until the day after the last assigned suspension day. Continuous ISS/OSS infractions may result in students becoming ineligible for extracurricular activities.

#### **D. EXTRA-CURRICULAR ACTIVITIES AFTER SCHOOL HOURS**

Students are NOT allowed to stay after school to attend football, basketball or any other after school activities without parental supervision. Students found loitering around school after school hours will be asked to call their parents to pick them up immediately. Students violating this policy on the second occasion will be suspended from school or prevented from attending any extra-curricular activities for the rest of the school year.

#### **E. CLUBS**

Sponsoring teachers will announce details about each club at the beginning of the school year. To be in a sport or a non-academic club at Kenilworth Science & Technology School, students need to:

- a. be attending Kenilworth Science & Technology School
- b. Have approval
- c. “passing grade” in each class they are taking
- d. Have good behavior reports

#### **F. STEM & CRLP**

Kenilworth is giving significant importance to STEM education, as more statistics show the necessity of these skills for future jobs. STEM stands for Science, Technology, Engineering, and Mathematics. STEM programs that will be running for this school year will include STEM Expo, Science Research Mentorship Program, Science Fair competitions, Science Demo Club, NASA Class and many others. Eligibility for these clubs and programs is dependent on students' academic success and behavioral track record.

Strong character, academic achievement and leadership are key components of high expectations at Kenilworth. In order to excel our students in these traits, Kenilworth is utilizing College Readiness and Leadership Program (CRLP). CRLP is a mentorship program where high-achieving students get to sharpen their skills even further in college preparation and 21st-century skills. Along with academic development, students in CRLP groups also get to enjoy many educational trips and camps geared to develop their communicational, interpersonal and leadership skills. Eligibility to CRLP is dependent on students' academic success and behavioral track record.

#### **G. SCHOOL TRIPS**

School trips for educational or extra-curricular reasons are field trips and are arranged by staff members in charge of the safety and benefit of the student. Kenilworth Science & Technology School students will have the opportunity to go on field trips at various times

throughout Kenilworth Science & Technology School year. For all field trips, you will be expected to follow these rules:

- Students are expected to conduct themselves in the proper manner so as to protect the reputation of the school at all times. Students who violate this rule run the risk of being prevented from taking part in any further trips.
- All students who are participants must ride on school-provided transportation unless the person in charge has been notified in writing by the parents ahead of time and arrangements have been made to ride with parents.
- Bring to school the Field Trip Permission Slip signed by your parents or guardian by the specified date. No phone calls will be accepted as permission.
- Wear your school uniform unless otherwise specified.
- You must abide by Kenilworth Science & Technology School codes of student conduct while on the field trip.
- No electronic devices are allowed during school trips unless you're told to by school administrators.

## **18. LIBRARY**

The library is a resource center used by all Kenilworth students for class assignments, DEAR or AR books, and leisure-time reading. The resources of the library are available to support and enhance students' learning and understanding and to encourage students to become independent, lifelong learners. Students will visit the library with the Library Teacher or their ELA teacher to check out books, magazines, and reserve materials. Because the library serves many students, the library rules (walk, whisper, only check out books/no horseplaying, and no food/drink in the library) will be strictly enforced and students will cooperate to maintain a positive atmosphere that supports reading. Finally, students are required to take AR tests on the books they check out.

### **A. Library Policies - General**

1. Students may check out up to 2 books at a time.
2. Items may be checked out for 2 weeks.
3. Students may renew items they still want.
4. Return books to the Return Bin when you are done/when they are due.

### **B. Overdue books**

1. Students with an overdue book may not check out additional materials until the overdue book is returned.
2. There is a fine of \$.05 (five cents) per day for late items.
3. Each student is fully responsible for each book checked out in his or her name.
4. Items overdue two months or more are considered lost and require immediate payment for replacement.

### **C. Lost/damaged books**

1. Students are charged the cost of replacing any lost or damaged item, OR the student can replace the lost books with the same title (with Library Teacher's permission)

2. Students will not get Semester Report Cards (in December and May) until library fines are paid and lost books are replaced.
3. Minor repairs will be performed as needed; however, students who have damaged items beyond repair must pay the replacement cost of the item.

**D. Library rules:**

1. Walking feet at all times.
2. Whispering voices only.
3. You may ONLY: focus on choosing a great book or on reading.
4. No food or gum in the library—to keep the books safe.

Various computers are available to students for word processing, research, and other educationally related applications; chat room use is prohibited. An agreement letter of usage must be signed prior or accessing the Internet. Violations may result in loss of access and suspension from school. See the Librarian for the agreement.

## **19. GENERAL POLICIES AND INFORMATION**

### **SIGNS/POSTERS**

Students need to have all signs, posters, and banners approved and initialed by the principal/designee before they can be displayed.

### **GYM LOCKERS**

Lockers are the property of the school. These lockers are subject to inspection, as noted above in this Handbook, and maintenance at any time. Students are responsible for the contents of their assigned lockers. Students are encouraged not leave valuables in their lockers.

### **LOST AND FOUND**

There will be a lost and found box in the office. If you find books, clothing, or personal items on Kenilworth Science & Technology School grounds please bring these items to the office. If you lose something, check the lost and found. These items will be kept in Lost and Found Box. The hallways are inspected each evening and unsecured student property is placed in the Lost Property box located in the office. Students should ensure that all their books, uniform, and other property are clearly labeled with their name to ensure a prompt return of such items if they become misplaced. Kenilworth Science & Technology School is not responsible for lost items. Lost and unclaimed items will be given to the charity organizations after at the end of each quarter

### **SALES**

Advertising may be permitted if it is for approved school-related activities. Such activities may include school newspapers, yearbooks, and other fund-raising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school district personnel on school property, at

school-sponsored events, or on school transportation unless he/she has the written permission of Kenilworth Science & Technology School principal.

## **BIRTHDAY CELEBRATIONS AND DELIVERIES**

If a parent wished to celebrate their child's birthday at school, the following protocol must be followed:

- Parent must give the school at least one week's notice
- Birthday treats will only be served at lunch and will be limited to 10 minutes of celebration time.
- All birthday treats must be store bought and sealed prior to being brought to school. No homemade birthday treats will be passed out to students.
- Parents are expected to help clean up after the celebration.
- Parents must bring enough treats for the entire class.

If the school finds that birthday celebrations are impacting the academic program, the school may limit or prohibit birthday celebrations at school.

Flowers, balloons, food items etc. should not be delivered to the school for students. These will not be delivered to the classroom. Students may not receive any form of delivery, except by parent/guardian in person and as necessary for the school day. Food items, including but not limited to, fast food, pizza, cakes, etc. will not be accepted for delivery to the students.

## **FUNDRAISING**

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or on school transportation unless he or she has the written permission of Kenilworth principal.

## **PARENT VOLUNTEERS**

The school encourages parents to volunteer. We realize many of our parents have unique gifts and can contribute to our school. The school has many opportunities to assist our teachers, students, and staff. Please contact the office if you would like to offer any assistance.

## **VOLUNTEER PROCEDURES**

- I. Parents volunteering on a regular basis must complete a Child Abuse Clearance Form and a Police Background Check. Forms are available in the office.
- II. Volunteers must sign in and out in the office any time they enter campus.
- III. A volunteer badge must be worn at all times while on campus.
- IV. All volunteers must keep anything they hear regarding students while you are volunteering at school **CONFIDENTIAL**. You should never discuss a student's grades, progress, or whatever goes on in the classroom with anyone except the staff. We need to remember our students have rights to privacy and WE at Kenilworth Science and Technology take pride in respecting students' rights.

- V. We recommend that volunteers who sign up on a regular basis with a specific teacher, to be consistent with their attendance. Remember that teachers plan your visiting time into their schedules and the students look forward to you being with them.
- VI. Volunteers should leave discipline up to staff and administrators. If you are experiencing any problems with a student, please address it with a teacher. We expect our students to behave according to our School Code of Conduct, and we also expect all adults to be models of the Code of Conduct.

## **BUILDING ACCESS**

The only access to the school after the morning bell will be the main door at the front of the building by the school office. This is to better ensure the safety of all students during the day. Also, all visitors and parents must sign-in in the main office when coming to the school.

## **VISITORS**

All visitors will be required to report to the front office upon entering the school during school hours, visitors will receive a pass before leaving the office. In order to receive a pass, parents must have a copy of their driver's license. Kenilworth Science & Technology School administrators have asked that every adult in the building wear a name badge or visitor's sticker. The staff has been asked to stop any visitor without a name badge or visitor's pass and ask them to return to the front office. This is not meant to offend any parent's or friends who are visiting; it is for the safety of our children. We want you to always feel welcome at Kenilworth Science & Technology School. In order to assure that no unauthorized persons enter the school with wrongful intent. Any unauthorized person on school property will be reported to the principal or police officer on duty.

No person may visit the school for the purpose of soliciting personal business from any staff member or student on school property, at school-sponsored events, or on school transportation unless he/she has the written permission of Kenilworth Science & Technology School principal. Staff members may receive visitors in the office or their classrooms during a free period or after work hours, but otherwise not during the workday.

Students will not be permitted to bring big brothers and sisters to school, except for special programs specified by the teacher. Request to bring out-of-district students to school must be submitted in advance to the principal for approval.

- ❖ **Parents are required to have appointments with teachers before visiting a classroom. Parents can call the front office to schedule an appointment. Parents will be escorted by an Administrator during the visit. Visits must be no more than 15mins.**

## **PERMISSION TO WALK HOME**

Permission for students to walk home without the escort of an adult is a sign of increased responsibility. Students will be permitted to walk home with their parents' written permission. Written permission forms by the student's parents will be kept on file for the school year. It is the parent/guardian's responsibility to inform the school of any changes related to walking home.

All students who walk home from school to home are expected to follow all school expectations during this transition, as they would be on a school bus. Respect for traffic, other pedestrians, and neighborhood homes and businesses en route to and from home is an important expectation of all students. Kenilworth Science & Technology Middle School is not responsible

## RESTRICTED AREAS

After arrival at school, students may not leave the building for ANY reason without written permission of the principal, being accompanied by a teacher, or being signed out of the school by a parent/guardian.

- Students may not use a classroom without the permission of a teacher.
- Students may not use or remove any item from a teacher's desk.
- The laboratories are out of bounds unless a teacher is present.
- The field of the school is off limits except when permission given.
- Construction areas are out of bounds.
- Any other areas that are determined by the principal or assistant principals
- All the areas mentioned above are out of bounds for students who are part of any after-school activities.

## PUBLIC AREAS

Hallways, bathrooms, and the gym during assembly are areas used by all members of Kenilworth Science & Technology School. Because everyone uses these areas, there are rules of conduct that all students must follow.

Hallway			
Expectations	Rules	Teacher Procedures	Student Procedures
<b>Respect others.</b>	Comply with the dress code.	1) Correct and note in Kickboard dress code violations. 2) Stop, correct and note any students who are running, horse playing or loitering. 3) Verify that each student's hall pass is valid. If a student has an invalid hall pass, walk the student back to class and deduct on Kickboard for hall pass violation.	1) If you must speak, speak in a low voice. 2) Be ready to show a completed, valid hall pass to any teacher or staff member who asks.
<b>Observe all rules.</b>	Walk on the right side of the hallway.		
<b>Act safely.</b>	Keep your hands and feet to yourself.		
<b>Remain positive.</b>	Get to your destination promptly.		

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who are found in the halls without passes will be subject to disciplinary action.

Restroom			
Expectations	Rules	Teacher Procedures	Student Procedures
<b>Respect others.</b>	Keep the bathroom clean and graffiti free.	1) Permit student to use the restroom according to your restroom procedure. 2) Sign hall passes with time, destination, and your name. 3) Verify the student has returned in 5 minutes. Report the student missing, if the student has not returned in 5 minutes. Deduct for a hall pass violation on Deanslist.	1) Ask the teacher for permission to use the restroom using the classroom procedure. 2) Quietly walk directly to the restroom with a valid hall pass in hand. 3) Quietly walk directly to class and resume working.
<b>Observe all rules.</b>	Use the restroom and supplies quickly and properly.		
<b>Act safely.</b>	Report improper use and cleanliness problems.		
<b>Remain positive.</b>	Use the restroom only when necessary.		

Gym During Assembly			
Expectations	Rules	Teacher Procedures	Student Procedures
<b>Respect others.</b>	Keep your hands and feet to yourself.	1) Move throughout the area you are supervising. 2) Frequently scan the area you are supervising. 3) Positively acknowledge students following procedures and meeting behavior expectations. 4) Correct any students not following procedures.	1) Walk to class's assigned section and remain seated. 2) Raise your hand to ask for permission to stand or speak to a teacher. 3) Line up within 10 seconds of your class being called. 4) Leave the top row empty.
<b>Observe all rules.</b>	Walk only with permission.		
<b>Act safely.</b>	Remain in assigned section.		



<b>Remain positive.</b>	<b>Follow and listen to all directions.</b>	
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## 20. SCHOOL LUNCHES

### A. Lunch Periods

Kenilworth Science & Technology School is a closed campus. All students will remain at school during lunch. Students may bring healthy packed lunch. During the lunch period, students will be expected to display good manners and courtesy. Students must eat their lunch only in the lunch area unless told otherwise.

### C. Lunch Rules

Cafeteria			
Expectations	Rules	Teacher Procedures	Student Procedures
<b>Respect others.</b>	Keep your hands and feet to yourself.	1) Direct students to line up outside of the classroom. Say: "A line means one behind the other with one shoulder lined up against the designated wall. "	1) Walk to the cafeteria in a line with shoulders aligned with the wall, one behind the other and silently.
<b>Observe all rules.</b>	Stand in line.	"You will be silent as we walk to the cafeteria." 2) Upon arriving at the cafeteria outside wall, say: "You may speak to the people immediately behind or in front of you, but you must stay in the same order."	2) While waiting in line, students may speak to each other, but remain in line.
<b>Act safely.</b>	Remain seated. Obtain permission to leave your seat.	3) As the students walk in and sit down, actively supervise and make sure they are sitting in seats right next to each other.	3) Wash hands before entering the kitchen.
<b>Remain positive.</b>	Use good dining manners.	4) Ask any students who stand up without permission to sit down and act out the procedure to stand up. 5) Prompt classes to line up. 6) Check to make sure that all trays and trash are cleaned off of the table. 7) When students are standing in a line, one behind the other with shoulders lined up against	4) Students will sit in assigned section for a class in seats immediately next to each other. Seats will not be skipped. 5) Students will remain seated and raise a hand to ask a teacher for permission to use the restroom, retrieve an item from the kitchen or speak to a teacher. 6) Students will be dismissed from the cafeteria by the next hour teacher. 7) When the teacher calls for the class, students will pick up the tray and any trash, line up to throw away tray and trash and then line up against the divider with one shoulder aligned to the wall.

		the dividing wall and are silent, walk the students to class.	
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Participating in or instigating a food fights in the lunchroom may result in disciplinary action, such as removal from the lunchroom for a semester.

## 21. EMERGENCY PROCEDURES & EVACUATION

Teachers will review emergency procedures with students at the beginning of the year and periodically throughout the year. Every room in the building has an evacuation route posted and students will practice evacuation routes for different emergency scenarios once a month.

### A. EMERGENCY EVACUATION

These procedures are to be followed but always remember to STOP AND EVALUATE THE SITUATION. Do this because every situation can and will be different.

These calls will come over the intercom: 1. There will be a BLD Call at this time. (This is a Building lock down call.)

Stay calm. Teachers must lock and close all doors. Move all students away from the windows and doors, and sit on the floors as in a tornado drill. Remain quiet. Ignore any fire alarm unless the announcement is made by the front office.

2. There will be a BLD Drill at this time. (This is a building lock down DRILL)

Follow the same procedure as above

3. ALL EVACUATIONS FROM THE BUILDINGS (Announcement to evacuate will come over the intercom)

Teachers should lead their students to the parking lot using the exits you would use in a fire drill.

**\*\*\*\*Teachers are to always take their grade book and check roll\*\*\*\***

### B. FIRE ALARMS

**FIRE:** The alarm for fire will be a continuous sounding of the Fire alarm.

When the fire alarm is given, all students should follow their teacher and walk single file out the designated exit and 100 feet from the building.

When a fire drill is held, the return-to-class signal will be given by the principal or his or her designee.

### C. FIRE DRILL PROCEDURES

Posted in every room is a map detailing the evacuation protocol required. Students are to follow their teacher outside in the event of a fire drill, fire, or the designated area and waiting for instructions.

All students will be given instructions on fire exit drills at the beginning of the school year. The instructions are as follows:

- Students should walk, not run when proceeding to the exits.
- Students are not allowed to talk during fire drills so that they may hear instructions that might be given in the event of a real emergency.
- If a fire alarm sounds while a child is not in the regular classroom, he or she should exit the building by the quickest route and proceed to the designated meeting place.
- Students are not allowed to secure or recover clothing or other personal property after the fire alarm has sounded.

Any student violating this procedure is jeopardizing the safety of our school and will face consequences including possible suspension. Any student found guilty of pulling the school's fire alarm without cause will be subject to strict consequences, including a recommendation for expulsion.

#### **D. TORNADO EMERGENCY PROCEDURES**

In the event of a tornado warning, students will be required to take the necessary precautions to protect themselves. When a tornado warning had been announced by the National Weather Service, the School Leader or his designee will be responsible for communicating directly with students and teachers about the impending danger via an "all call" or another appropriate means of communication. When the School Leader or his designee has given the signal, students should move quickly and quietly to the designated area of the school that has been assigned to their classroom. Teachers will be asked to follow the same procedures as above for Fire Drills, except to bring students to the designated area inside the building. Once they have reached their assigned area (in the hallway), students will crouch on the floor against the wall and cover their heads with their hands. Talking will not be allowed during tornado drills or tornados.

#### **E. INCLEMENT WEATHER**

In the event of inclement weather, before the school day begins, Kenilworth Science & Technology School Executive Director, will decide as soon as possible whether the school will be delayed or closed. Notification will be made to several media outlets (including radio and television), Kenilworth Science & Technology School website ([www.kenilworthschool.org](http://www.kenilworthschool.org)), an "all call" to parents etc.

## **22. BULLYING, CYBERBULLYING, INTIMIDATION, AND HAZING**

Kenilworth Science & Technology Charter School (K.S.T.) is committed to maintaining a safe, and positive learning environment so that all students feel safe while in school or participating in school-related activities. All statements or actions of bullying, cyberbullying, intimidating, threatening, harassing and hazing on campus or at school-sponsored activities, on school buses, at school bus stops, and in route from home to the bus stop and from the bus stop home shall not be tolerated and shall be considered unacceptable student behavior. Even if made in a joking manner, these statements or actions threatening other students, school personnel, or school property shall be unacceptable.

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

### **A. Definitions**

Definition of Bullying: (As provided by Act 861 of 2012)

A pattern of one or more of the following:

- gestures, including but not limited to obscene gestures and making faces;
- written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, or spreading an untrue rumor;
- electronic communication including but not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronics;
- physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property;
- repeatedly and purposefully shunning or excluding from activities;

Where the pattern of behavior is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus stop, in any other school or private vehicle used to transport students to and from schools, or any school-sponsored activity or event.

The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

*Cyberbullying* shall mean harassment, intimidation, or bullying of a student on school property by another student using a computer, mobile phone, or other interactive or digital technology or harassment, intimidation, or bullying of a student while off school property by another student using any such means when the action or actions are intended to have an effect on the student when the student is on school property.

*Hazing* shall mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, or order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus and school bus stop.

*Intimidation* shall mean to make timid or fearful; intentional unlawful threat by word or act to do violence to the person or property of another person.

## **REPORTING PROCEDURES**

Any student who believes he or she has been the victim of bullying, cyber bullying, intimidation, threatening behavior, harassment or hazing by a student, parent, teacher, administrator or other school personnel, or by any other person who is participating in, observing or otherwise engaged in activities including sporting events and other extracurricular activities, under the auspices of the school is encouraged to immediately report the alleged acts to any appropriate school official, teacher, principal or other administrator.

Any teacher, administrator, or other school personnel who has or receives notice that a student has or may have been the victim of bullying, cyber bullying, intimidation, threatening behavior, harassment, or hazing at school or any school activity shall be required to immediately report the alleged acts to an appropriate school official, utilizing the Louisiana Department of Education's *behavior-incidence checklist* to document the details of each reported incident of harassment, intimidation, and bullying, including cyberbullying.

The principal or principal designee shall be the person responsible for receiving written reports of bullying, cyber bullying, intimidation, threatening behavior, harassment, or hazing of a student. Any other school administrator, teacher, or other school personnel who receives a report of bullying, cyber bullying, intimidation, threatening behavior, harassment or hazing of a student shall immediately inform the principal or designee, who shall notify the CEO of Pelican Foundation or his/her designee.

## **B. Investigation of Complaints and Reports**

The principal or his/her designee shall immediately investigate or authorize the investigation of all reports and complaints involving alleged bullying, cyberbully, intimidation, threatening behavior, harassment or hazing of students. Investigations may consists of personal interviews with the complainants or the individual who is alleged to have been bullied, cyberbullied,

intimidated, threatened, harassed or hazed, the individual or individuals against who the complaint is made, witnesses, and any other persons who may have knowledge of the alleged incident or incidents or circumstances leading to or giving rise to the complaint. Other methods of investigation also may be used and the investigator may examine pertinent documents.

During the pendency of an investigation, the principal or his/her designee may take immediate steps, at its discretion, to protect the complainant, students, teachers, administrators or other school personnel pending completion of the investigation.

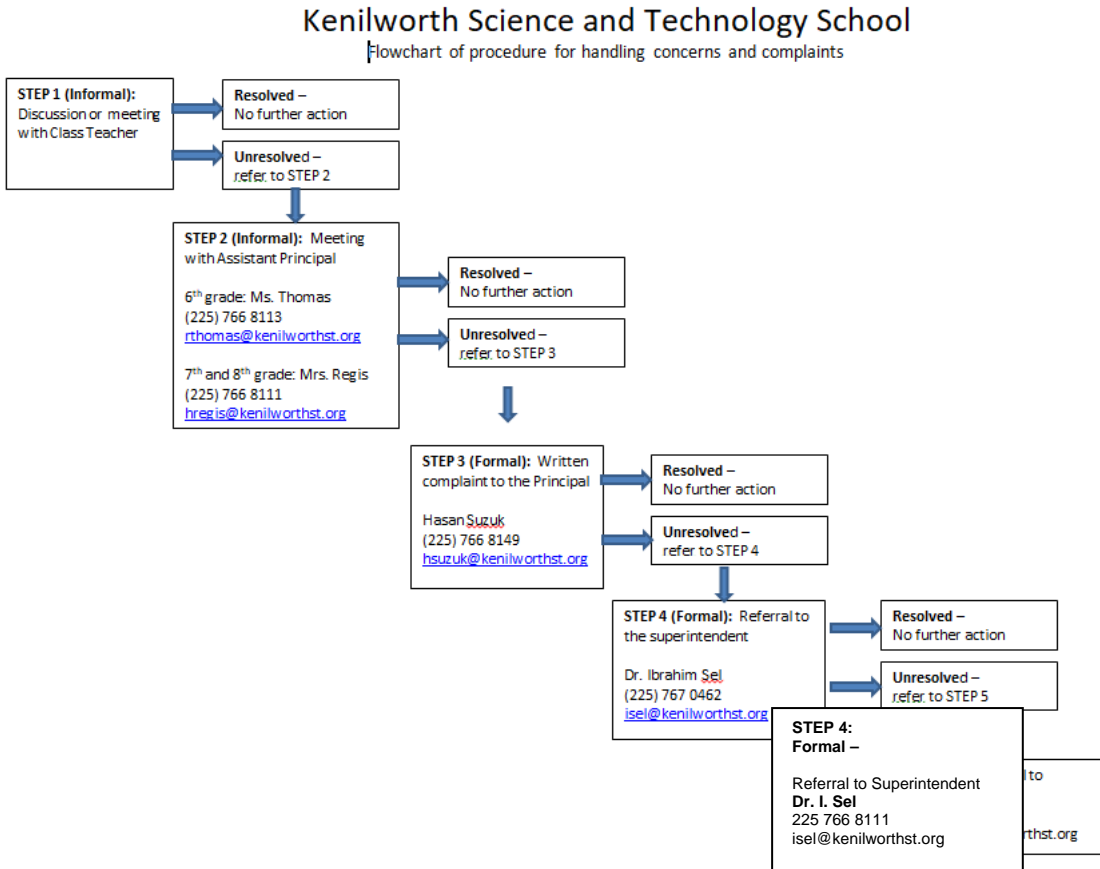
The investigation shall be completed as soon as practicable. A written report shall be prepared upon the completion of the investigation. If the complaint involves the CEO, the report shall be made and filed directly with the Board of Directors. The written report shall include determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

### **C. Disciplinary Action**

The principal or his/her designee shall take appropriate action in response to a report following an investigation of any alleged bullying, cyber bullying, intimidation, threatening behavior, harassment, or hazing of a student. When the report determines that the alleged act or conduct appears to be in violation of this policy, disciplinary action shall be taken as outlined in the Student Handbook. The principal or his/her designee shall contact the parent, tutor, or legal guardian of the pupil being disciplined for alleged misconduct to notify them of the disciplinary action.

Whenever the act or conduct determined to be a violation of this policy may also constitute a violation of state or federal criminal statute, the appropriate law enforcement officer shall be promptly notified.

## 23. COMPLAINT POLICY



## 24. ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES AND STUDENTS

### A. PURPOSE

This policy is intended to comply with all applicable State and Federal laws, including the most recent action taken in A 214 by the 2009 Louisiana Legislative Session, Louisiana Revised Statute 17:81(Q).

This policy also introduces and outlines guidelines to ensure that employees, parents and students are aware of the expectations of Kenilworth Science and Technology School (KST) with respect to proper use of electronic communication devices among its employees and students. The School System's approved electronic communications systems shall be utilized to promote appropriate student-staff relationships and educational excellence. This policy is not intended to limit the use of technology as an effective teaching tool.

## **B. DEFINITIONS**

1. Electronic Communication - includes any direct communication facilitated by voice or text-based telecommunication devices, or both, computers, as well as those devices that facilitate indirect communication using an intermediate method, including, but not limited to Internet-based social networks. It shall also include the transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature, in whole or in part by a wire, radio, electromagnetic, photoelectric, or photo-optical system and pertains to both personal and School Board issued devices.
2. Educational Services – constitutes the provision of direct and indirect classroom instruction, as well as extracurricular activities provided by KST.
3. Electronic mail – the transmission of text-based information or communication by use of the Internet, computers, a facsimile machine, a pager, a cellular telephone, a video recorder, or any other electronic device or means sent to a person identified by a unique address or address number and received by that person.
4. Computers - pertains to any and all computers.
5. Social networks – locations on the Internet where users may interact with other users -- examples are Facebook, MySpace, YouTube, and other social network sites available on the internet.
6. Improper or inappropriate communications – any communication between employee and student, regardless of who initiates the communication, that may be viewed as derogatory, sexual or lewd in content, threatening or harassing, discriminatory, simple fraternization, or suggestive in nature.

## **C. POLICY GUIDELINES**

1. KST prohibits any type of close personal relationship between a school employee and a student that may be reasonably perceived as unprofessional, such as excessive personal attention outside of school. School employees shall not communicate with students, entertain students, socialize with students, or spend an excess amount of time with students in such a manner as to reasonably create the impression to other students, their parents, or the public that an improper relationship exists.
2. All electronic communication conducted by an employee with a student must be relative to the educational services provided to the student and shall be delivered by means provided by or otherwise made available by the School System for this purpose. Approved School System electronic communication methods are school system email, school-sponsored teacher websites, school websites, school-provided phones and other electronic communication that is approved by KST.
3. School system employees are prohibited from using any school system electronic communication with a student for a purpose not related to educational services, except for



communication with an immediate family member if such communication is specifically authorized by the School Board.

4. The occurrence of any electronic communication made by an employee with a student using means other than ones provided by or made available by the school system shall be reported by the employee to the site administrator prior to reassuming regular duties, but no later than 24 hours after the occurrence or knowledge of the occurrence, and a written report should be completed by the end of that working day. See Appendix A for a copy of the reporting form.

5. Student-initiated communication that may be construed as inappropriate in content, as defined in this policy, must be reported to the site administrator no later than 24 hours after the occurrence or knowledge of the occurrence, and a written report should be completed by the end of that working day. See Appendix A for a copy of the reporting form.

6. Records of any reported communication shall be maintained by the site administrator for a period of at least one year.

7. It is the duty of each school system employee to comply with this electronic communications policy. Failure to comply may result in disciplinary action, and, in extreme circumstances, may constitute willful neglect of duty.

#### **D. VIOLATIONS**

1. Violations of this policy include, but are not limited to the following:

- a. The employee's utilizing the school system or personal electronic communication system with a student for non-educational services.
- b. The employee's failure to report an instance of communication using a non-school system electronic communication system.
- c. The employee's contacting a student when the parents have opted out of individual communication with employees.

2. Responses to violations include, but are not limited to the following:

- a. Any violations or suspected violations of this policy should be reported to the site administrator immediately. The site administrator will promptly, thoroughly and fairly investigate reports of an alleged failure by a school employee or student.
- b. The investigation shall include dates, the name of the person reporting the allegation, and the specific allegation made.
- c. The site administrator shall meet with the employee to document his/her response to the allegation. The employee shall be required to cooperate fully with the investigation.
- d. All information from the investigation shall be provided to the superintendent.
- e. Appropriate action shall be taken that is consistent with the results of the investigation and the legal requirements afforded by law, e.g. tenure law, Student Code of Conduct. Violations of this policy or any implementing regulations or procedures may result in discipline of the employee/student up to and including termination of employment/suspension of the student or employee.

- f. Any alleged violation of the Board's Policy or these procedures and guidelines involving a school employee that may also be a violation of state or federal law shall be reported to the proper authorities. Some acts are considered criminal and may be subject to prosecution. The Board and School System will fully cooperate with law enforcement agencies and the District Attorney in investigating and prosecuting such criminal offenses.

**E. NOTIFICATION:**

1. All School System employees shall be informed of implementation, and upon entering into system service, about the policy and procedures and guidelines regarding electronic communication including the possible consequences for a failure to comply with the policy. The policy shall be posted on KST website for reference.
2. A system-wide letter and/or telephone call will be disseminated to parents or legal guardians informing them of the policy regarding electronic communication by employees with students. Thereafter, parents and students will be notified as part of the Student Handbook and/or the school website.

**F. "OPT-OUT" PROCEDURE**

A Parent or legal guardian has the option to submit written documentation to the school administrator reflecting the desire for his or her child not to be contacted individually through electronic communication from any school employee, group electronic communication exempted.

**G. SUMMARY**

These procedures and guidelines discourage improper employee electronic communication with students at all system schools and improper interaction shall be handled following applicable laws and policies. However, the law clearly prohibits electronic communication by an employee to a student, unless proper procedures are followed in compliance with law and policy. KST shall not be civilly liable for any electronic communication by an employee with a student that is prohibited as provided in this policy.

### Student and Parent(s)/Legal Guardian(s) Acknowledgement

The foregoing Kenilworth Science & Technology Charter Middle School Student Code of Conduct and Student Handbook is in place to help students gain the greatest possible benefit from their educational opportunities. We encourage parents/legal guardians and students to review this Student Code of Conduct together and talk about the importance of respecting others, observing all rules, acting safely, and remaining positive at school and in everyday life.

When you have read this document with your child, please sign below and return this sheet to Kenilworth Science & Technology Charter Middle School. It is the responsibility of the student, parent(s)/legal guardian(s) to return this form to the school. Failure to execute this Acknowledgment does not exempt your child (ren) from disciplinary actions, or enforcement of the Student Code of Conduct.

I have received, reviewed, and understand the Student Code of Conduct.

\_\_\_\_\_  
Print Student Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/Legal Guardian Name

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

\_\_\_\_\_  
Date



**RESPECT OTHERS   OBSERVE ALL RULES   ACT SAFELY   REMAIN POSITIVE**

#### **SECURITY STATEMENT**

We are committed to providing a safe, secure learning environment for all students and staff members in our school. BRPD has partnered with us in achieving this goal and in implementing a coordinated approach to school safety.