

STUDENT DISCIPLINE

FO (R)

DUE PROCESS

When a student's offense or overt act is so severe as to warrant removal from the home school campus and/or referral to the Department of Pupil Personnel Services, the campus discipline person(s) shall ensure that the student has been given due process. Referrals may also be initiated by the school for persistent misbehavior.

MAKE-UP WORK

Following a suspension, the student shall be allowed to make up work upon return to school. The student's absence shall be considered to be excused if the student satisfactorily completes the assignments for the period of suspension within a reasonable time (one day for each day of suspension). If work is not made up, days of suspension will be counted as unexcused absences.

REFERRAL
PROCEDURES

The following provisions reflect the established procedures to be followed whenever the principal refers a student to the Department of Pupil Personnel Services for disciplinary reasons. The procedures are outlined under each general category.

PERSISTENT
MISBEHAVIOR

Before a referral to the Department of Pupil Personnel Services is made, the following shall occur:

1. Reasonable alternatives to the student's regular classroom program, including a variety of discipline management techniques, shall have been exhausted and all available professional services will have been utilized on campus.
2. The principal should have a conference with the student and parent and inform them of the referral. The referral should be in writing to the parent. The letter should include:
 - a. The reason(s) for referral.
 - b. The length of time the student has been removed from school.
 - c. The official status of the student during this interim.

- d. The person to contact at the Department of Pupil Personnel Services.
3. The student will be removed from school and suspended for a period not to exceed three days pending the outcome of the hearing at the Department of Pupil Personnel Services.
 4. Immediately contact the Department of Pupil Personnel Services and inform them of the referral.
 5. The information package on each student referred to the Department of Pupil Personnel Services should include the following:
 - a. Discipline file.
 - b. Teacher status reports.
 - c. A report from the counselor.
 - d. Copy of the latest report card.
 - e. Attendance report:
 - (1) Days enrolled present school year.
 - (2) Days present.
 - (3) Days absent.
 - f. A narrative report describing the reason(s) the student has been referred to the Department of Pupil Personnel Services. The narrative report should list the number of times a student has been referred to the office, the reason for each referral, and the discipline management technique applied to correct the student's behavior.
 - g. The narrative report must have the principal's recommendation and signature.
 - h. A report from an ARD committee that the student's behavior was not caused by the handicapping condition, if the student is qualified as a special education student.
 6. Students found to be in violation of FNC (LOCAL) may be assigned to an alternative educational program or expelled by the

Hearing Officer.

VANDALISM

After a student is apprehended and charged with intrusion into District property where damage or defacement to a building or equipment is caused by the student, the home school principal of the student shall be given a report by the North East Independent School District Police Department which shall include the following:

1. Identity of the student.
2. Damage to the facility.
3. Police report.
4. Total cost of damages.

The principal should have a conference with the student and parent and inform them of the referral. The referral should be in writing to the parent. The letter should include:

1. The reason(s) for referral.
2. The length of time the student has been removed from school.
3. The official status of the student during this interim.
4. The person to contact at the Department of Pupil Personnel Services.

The student shall be suspended for a period not to exceed three days pending the outcome of the hearing at the Department of Pupil Personnel Services. The student may not be suspended more than a total of six days per semester.

Immediately contact the Department of Pupil Personnel Services and inform them of the referral.

The information package on each student referred to the Department of Pupil Personnel Services should include the following:

1. Police report.
2. Discipline file.

3. Teacher status reports.
4. A report from the counselor.
5. Copy of the latest report card.
6. Attendance report:
 - a. Days enrolled present school year.
 - b. Days present.
 - c. Days absent.
7. A narrative report describing the reason(s) the student has been referred to the Department of Pupil Personnel Services. The narrative report should list the number of times the student has been referred to the office, the reason for each referral, and the discipline management technique applied to correct the student's behavior.
8. The narrative report must have the principal's recommendation and signature.
9. A report from an ARD committee that the student's behavior was not caused by the handicapping condition, if the student is qualified as a special education student.

Students found to be in violation of FNCF may be assigned to an alternative educational program or expelled by the Hearing Officer or Director of the Department of Pupil Personnel Services.

**ALCOHOL, DRUGS,
AND
HALLUCINOGENS**

Upon determining a student's violation of policy FNCF (LOCAL), the principal shall take the following action:

1. Contact parent or guardian after apprehension or referral of student.
2. Contact the North East Independent School District Police Department. When the officer arrives, present the officer with the physical evidence and oral statements by involved school officials; the officer should then enforce the state law as it pertains to the amount of this type drug or alcohol.
3. Have a conference with the parent and student, informing them that the student will be referred to the Department of Pupil Personnel

- Services for a conference to consider reinstatement.
4. The student shall be suspended for a period not to exceed three days pending the outcome of the hearing at the Department of Pupil Personnel Services.
 5. Give the parent a written letter. The letter should include
 - a. The reason(s) for referral.
 - b. The length of time the student has been removed from school.
 - c. The official status of the student during this interim.
 - d. The person to contact at the Department of Pupil Personnel Services.
 6. Inform the parent and student that they must have a conference with the principal before meeting with the Hearing Officer or Director of the Department of Pupil Personnel Services.
 7. Immediately contact the Department of Pupil Personnel Services and inform them of the referral giving the student's name and any other pertinent information.
 8. The information package on each student referred to the Department of Pupil Personnel Services should include the following:
 - a. Police report.
 - b. Discipline file.
 - c. Teacher status reports.
 - d. A report from the counselor.
 - e. Copy of the latest report card.
 - f. Attendance report:
 1. (1) Days enrolled present school year.
 - (2) Days present.
 - (3) Days absent.
 - g. A narrative report describing the reason(s) the student has been referred to the Department of Pupil Personnel Services. The narrative report should include these three

issues required to afford due process:

1. (1) The reason the student was suspected of a school violation.
- (2) The procedure followed during the investigation.
- (3) The evidence that a school policy was violated.

h. The narrative report must have the principal's recommendation and signature.

i. A report from an ARD committee that the student's behavior was not caused by the handicapping condition, if the student is qualified as a special education student.

9. Students found to be in violation of FNCF (LEGAL) or FNCF (LOCAL) may be assigned to an alternative educational program or expelled by the Hearing Officer.

WEAPONS

Upon determining a student's violation of policy FNCG (LOCAL), the principal shall take the following action:

1. Contact parent or guardian after apprehension or referral of student.
2. Contact the North East Independent School District Police Department. When the officer arrives, present the officer with the physical evidence and oral statements by involved school officials. If the incident is a violation of the law, the officer should then enforce the statute.
3. Have a conference with the parent and student, informing them how the student's involvement was a violation of the District policy. Give the student the opportunity to present his or her version of the incident.
4. The student will be suspended for a period not to exceed three days pending the outcome of the hearing at the Department of Pupil Personnel Services.
5. If convinced that the student was in

violation of FNCG (LOCAL), the parent will be given a written letter of suspension. The letter should include:

- a. The reason(s) for referral.
 - b. The length of time the student has been removed from school.
 - c. The official status of the student during this interim.
 - d. The person to contact at the Department of Pupil Personnel Services.
6. Inform the parent and student that they must have a conference with the principal before meeting with the Hearing Officer.
 7. Immediately contact the Department of Pupil Personnel Services and give the student's name and any other pertinent information.
 8. The information package on each student referred to the Department of Pupil Personnel Services should include the following:

- a. Police report.
2. Discipline file.
3. Teacher status reports
4. Counselor report
5. Copy of the latest report card
6. Attendance report:

(1) Days enrolled present school year.

(2) Days present.

(3) Days absent.

7. A narrative report describing the reason(s) the student has been referred to the Department of Pupil Personnel Services. The narrative report should list the number of times a student has been referred to the office, the reason for each referral, and the discipline management technique applied to correct the student's behavior.
8. The narrative report should

have the principal's recommendation and signature.

9. A report from an ARD committee that the student's behavior was not caused by the handicapping condition, if the student is qualified as a special education student.
9. Students found to be in violation of FNCG (LOCAL) may be placed in an alternative educational program or expelled by the Hearing Officer or Director of the Department of Pupil Personnel Services.

STUDENT ACTIVITIES/STUDENT PUBLICATIONS

When a student is found to be in violation of the District policy FNCI (LOCAL) regarding distribution of materials on campus that advertise a drug/alcohol party or a clearly disruptive activity on the school campus, the following shall occur:

1. Contact parent or guardian after apprehension or referral of student.
2. Have a conference with the parent and student. Inform them how the student's action violates the District's policy. Give the student the opportunity to present his or her involvement with this incident.
3. If convinced that the evidence proves that the student's involvement is a violation of the District's policy, give the parent a written letter. The letter should include:
 - a. The reason(s) for referral.
 - b. The length of time the student has been removed from school.
 - c. The official status of the student during this interim.
 - d. The person to contact at the Department of Pupil Personnel Services.
4. The student will be suspended for a period not to exceed three days pending the outcome of the hearing at the Department of Pupil Personnel Services.

5. Inform the parent and student that they must have a conference with the Hearing Officer.
6. Contact the Department of Pupil Personnel Services giving the student's name and any other pertinent information.
7. The information package on each student referred to the Department of Pupil Personnel Services should include the following:
 - a. Discipline file.
 - b. Teacher status reports.
 - c. Counselor report.
 - d. Copy of the latest report card.
 - e. Attendance report:
 - (1) Days enrolled present school year.
 - (2) Days present.
 - (3) Days absent.
 - f. A narrative report describing the reason(s) the student has been referred to the Department of Pupil Personnel Services. The narrative report should list the number of times a student has been referred to the office, the reason for each referral, and the discipline management technique applied to correct the student's behavior.
 - g. The narrative report must have the principal's recommendation and signature.
 - h. A report from an ARD committee that the student's behavior was not caused by the handicapping condition, if the student is qualified as a special education student.
8. Students found to be in violation of FMA (LOCAL) or FNCL (LOCAL), District policies regarding distribution of materials that advertise a drug/alcohol party or a clearly disruptive activity on the school campus, may be assigned to an alternative educational program by the Hearing Officer.

SUMMER SCHOOL
DISCIPLINE

Procedures for referrals to the Department of Pupil Personnel Services during summer school shall be the same as those that apply during the regular fall and spring public school sessions. A student cannot be removed from summer school by the principal and told simply not to come back. The student in summer school, when he or she commits flagrant or persistent acts that warrant expulsion shall be suspended and shall be referred to the Department of Pupil Personnel Services, as during the regular school year.

All appeals shall be handled in a timely fashion and follow Board policy on expulsions. During the appeal process, the student shall be suspended and be permitted to get work assignments from the summer school principal or designee.

When students are withdrawn from summer school due to excessive absences, the same process applies as during regular school year, i.e., the fourth absence in summer school is equivalent to the sixth absence during the regular school year (no credit can be awarded). The difference is that the student is removed from school. However, even in these cases, the student and his or her parent(s) should be informed that, if they choose to appeal the removal of the student due to excessive absences, they should contact the Department of Pupil Personnel Services.

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