

LINWOOD PUBLIC CHARTER SCHOOL



Discipline Handbook 2024 – 2025

Dr. Staughton Jennings, Chief Executive Officer

PURPOSE: TO PROVIDE A CLEAR PLAN FOR MAINTAINING APPROPRIATE BEHAVIORAL EXPECTATIONS IN ORDER TO CREATE A SAFE AND ORDERLY SCHOOL ENVIRONMENT.

STATEMENT OF INTENT: LINWOOD PUBLIC CHARTER SCHOOL WILL USE A MULTI-TIERED SUPPORT SYSTEM IN ORDER TO HELP STUDENTS MASTER THE BEHAVIORAL EXPECTATIONS SO THAT ALL STUDENTS CAN ACCESS HIGH QUALITY TEACHING AND LEARNING.

BEHAVIORAL EXPECTATIONS AND RESPONSIBILITIES

- **BE SAFE:** Understand the Student Code of Conduct and what is expected of you.
- **BE RESPONSIBLE:** Encourage and assist others.
- **BE RESPECTFUL:** Respect the rights of students, parents/legal guardians, faculty, staff, and visitors.

DUTIES AND RESPONSIBILITIES

School Administrators	Student Management	School Resource Officers	Teachers
<ul style="list-style-type: none"> • Distribute discipline plan to students, parents/legal guardians, and all school personnel. • Ensure that every teacher has and effectively implements a classroom management plan. • Ensure that all staff members abide by the PBIS plan including duty assignments, routines, procedures, expectations, rewards, and celebrations. • Request/provide additional professional staff development and/or training as needed to support PBIS. 	<ul style="list-style-type: none"> • Implement the discipline plan consistently. • Identify appropriate training and resources needed to implement PBIS based on school data. • Provide appropriate behavior support for students in Tier 1, 2, and 3. • Review discipline referrals and determine appropriate interventions or consequences. • Address infractions through PBIS and Response to Intervention (RTI), including alternatives to suspension and expulsion. • Use corrective strategies that are grade level and age appropriate. • Ensure accurate and timely entry of discipline referrals into JCampus system and maintain compliance. 	<ul style="list-style-type: none"> • Aid school officials in coping with the incidence of school violence. • Assist in creating a safe and conducive learning environment in our school. • Work in conjunction with Positive Behavior Intervention Supports (PBIS) team mandates and Crisis Prevention & Intervention (CPI) protocol. • Provide the school with on-site security and direct link to local law enforcement agencies. • Collaborate with local law enforcement officers, school counselors, social workers, school administrators, and student management. 	<ul style="list-style-type: none"> • Teach and positively reinforce the school-wide discipline plan. • Use appropriate classroom management strategies to maintain a learning environment that supports academic success. • Provide corrective instruction to students who demonstrate challenging behavior. • Document parent contact in JCampus

SUPERVISION OF STUDENTS

All students are the responsibility of ALL faculty/staff members at Linwood Public Charter School. Students are subject to the direction and instruction of any faculty/staff member at times while on school property or buses, as well as any type of school sponsored event. All faculty/staff members are expected to supervise and discipline students whenever and wherever deemed necessary (before and after school, during lunch, class changes, assemblies, and extracurricular activities on or off campus).

GENERAL SCHOOLWIDE CONDUCT EXPECTATIONS

Bus Expectations	<ol style="list-style-type: none"> 1. Talk softly and use appropriate language. 2. Follow directions 3. Stay in your assigned seat and keep your book sack packed. 4. Enter and exit the bus in an orderly manner. 5. Respect personal space. 6. Keep all body parts inside the window. 7. Wait to eat or drink when you get home.
Hallway & Walkway Expectations	<ol style="list-style-type: none"> 1. Be polite to staff, students, and visitors. 2. Walk in line in an orderly manner (flipped and zipped) 3. No talking unless necessary – Level 0. 4. Talk softly when necessary – Level 1. 5. Keep hands, feet, and objects to yourself.
Classroom Expectations	<ol style="list-style-type: none"> 1. Be on time for class. 2. Be prepared for class. 3. Follow all directions of the teacher or designee. 4. Complete all classwork to the best of your ability. 5. Stay on task and refrain from disturbing others 6. Raise your hand before you speak or move unless otherwise directed by your teacher.
Playground Expectations	<ol style="list-style-type: none"> 1. Keep your hands and feet to yourself. 2. Share and take turns on equipment. 3. Place all trash in cans. 4. Stop playing when the bell rings and walk quietly to your line. 5. Enter and exit the building, quietly - Level 0. 6. Refrain from rough playing.
Restroom Expectations	<ol style="list-style-type: none"> 1. Respect the space and privacy of others. 2. No touching or hitting. 3. Enter and exit quietly. 4. Adjust clothing properly before exiting. 5. Flush toilet and wash hands before exiting. 6. Keep restroom clean at all times. 7. Refrain from socializing.
Gym Expectations	<ol style="list-style-type: none"> 1. Sit quietly in your assigned area and wait for instructions. 2. Follow instructions of all staff members. 3. Treat equipment with care. 4. Play fairly and safely, and report injuries immediately. 5. Enter, exit, and walk in an orderly and timely manner. 6. Perform to the best of your ability. 7. Participate in activities. 8. Adjust clothing properly before exiting from PE class.
Cafeteria Expectations	<ol style="list-style-type: none"> 1. Wash hands before entering cafeteria. 2. Throw paper towels in the trash. 3. Enter cafeteria quietly. 4. Pick up lunch tray quickly and quietly. 5. Sit down at assigned table. 6. Raise your hand to ask permission to leave your seat once you are seated. 7. Touch and eat only your food. 8. Put trash on tray 9. Exit cafeteria quietly through the exit door.

CLASSROOM MANAGEMENT EXPECTATIONS

- Classroom Expectations
 - Be on time for class.
 - Be prepared for class.
 - Follow all directions of the teacher or designee.
 - Complete all classwork to the best of your ability.
 - Stay on task and refrain from disturbing others
 - Raise your hand before you speak or move unless otherwise directed by your teacher.

- Classroom Rewards
 - Verbal Praise/Class Dojo Points
 - Tangible Reward
 - Positive Parent Contact
 - Dress Down Pass
 - Group or Class Rewards
 - Schoolwide PBIS Celebrations

- Classroom Consequences
 - Verbal Warning & Reminder of Expectation
 - Reminder & Loss of Privilege
 - Alternate seating (different seat, closer to teacher or calm corner)
 - Staff and student talk to parent concerning the behavior

(May use Student Management, Social Worker, or Counselor during teaching times.)

Teacher should also contact parent at first availability)

- Refer to Student Management

2024-2025 Linwood Public Charter School Uniform Policy

LPCS has a mandatory school uniform policy. Students are expected to wear their uniform each day. Logos should not be visible on school uniform apparel.

Pre-K – 5th Grade Girls	
<p>Please send an extra set of clothing for Pre-K- 1st grade students. The extra set of clothing should include underwear and socks. Please update your child's change of clothing with the weather and each time an accident occurs. Be sure to <i>label</i> all clothing with the child's name. If your child does not have extra clothing, you must be prepared to pick your child up when notified. (No Exceptions)</p>	
TOPS	<ul style="list-style-type: none"> • Navy blue polo shirt with school logo patch. • Short or long sleeve
BOTTOMS	<ul style="list-style-type: none"> • Khaki shorts, pants, skirts, skorts, and jumper • Bottoms can be no shorter than 3" above the knee • No cargo pants
ACCESSORIES	<ul style="list-style-type: none"> • Socks must be solid white, black, or navy. • Tights must be white or navy and must cover the entire leg and foot. • Belts must be black or brown with regular sized buckle. • Cardigans/Jackets/Sweaters must be navy. NO Hoodies inside the building • LPCS sweatshirts may be worn over an LPCS uniform polo shirt. • Hair Accessories must be navy, white, or khaki. • Shoes must cover the entire foot. (NO sandals, crocs, clogs, or shoes with wheels) • Jackets may not be tied around the waistline • All backpacks must be mesh or clear. NO ROLLING BACKPACKS.

6th, 7th & 8th Grade Girls	
TOPS	<ul style="list-style-type: none"> • Light blue or royal blue polo shirt with school logo patch. (8th grade only) • Dark blue polo with school logo patch (6th and 7th grade) • Short or Long sleeve
BOTTOMS	<ul style="list-style-type: none"> • Navy or Khaki shorts, pants, skirts, skorts, and jumper • Bottoms can be no shorter than 3" above the knee • No cargo pants
ACCESSORIES	<ul style="list-style-type: none"> • Socks must be solid white, black, or navy. • Tights must be white or navy and must cover the entire leg and foot. • Belts must be black or brown with regular sized buckle. • Cardigans/Jackets/Sweaters must be navy. NO Hoodies inside the building • LPCS sweatshirts may be worn over an LPCS uniform polo shirt • Hair Accessories must be navy, white, or khaki. • Shoes must cover the entire foot. (NO sandals, crocs, clogs, or shoes with wheels) • Jackets may not be tied around the waistline • All backpacks must be mesh or clear. NO ROLLING BACKPACKS.

Pre-K – 5th Grade Boys

Please send an extra set of clothing for Pre-K- 1st grade students. The extra set of clothing should include underwear and socks. Please update your child’s change of clothing with the weather and each time an accident occurs. Be sure to *label* all clothing with the child’s name. If your child does not have extra clothing, you must be prepared to pick your child up when notified. **(No Exceptions)**

TOPS	<ul style="list-style-type: none"> • Navy blue polo shirt with school logo patch. • Short or Long Sleeve
BOTTOMS	<ul style="list-style-type: none"> • Khaki shorts, pants • No cargo pants
ACCESSORIES	<ul style="list-style-type: none"> • Socks must be solid white, black, or navy. • Belts must be black or brown with regular sized buckle. • Cardigans/Jackets/Sweaters must be navy. NO Hoodies in the building • LPCS sweatshirts may be worn over an LPCS uniform polo shirt. • Shoes must cover the entire foot. (NO sandals, crocs, clogs, or shoes with wheels) • All backpacks must be mesh or clear. NO ROLLING BACKPACKS. • Jackets may not be tied around the waistline

6th -8th Grade Boys

TOPS	<ul style="list-style-type: none"> • Light blue or Royal blue polo shirt with school logo patch. (8th grade only) • Navy blue polo with school logo patch (6th and 7th grade) • Short or Long Sleeve
BOTTOMS	<ul style="list-style-type: none"> • Navy or Khaki shorts, pants • No cargo pants
ACCESSORIES	<ul style="list-style-type: none"> • Socks must be solid white, black, or navy. • Belts must be black or brown with regular sized buckle. • Cardigans/Jackets/Sweaters must be navy. NO Hoodies inside the building • LPCS sweatshirts may be worn over a LPCS uniform polo shirt • Shoes must cover the entire foot. (NO sandals, crocs, clogs, or shoes with wheels) • All backpacks must be mesh or clear. NO ROLLING BACKPACKS. • Jackets may not be worn around the waistline

Face Coverings/Masks (when required)

- Face masks must be school appropriate and not disruptive

UNIFORM VIOLATION				
Violation: Written or Verbal	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
<i>Student did not follow the uniform guidelines. Skirt or Shorts are more than 3 inches above the knee.</i>	Parent Notified	Recess Detention	Tier 2 Intervention	1 Day ISR

2024-2025 Linwood Public Charter School Cell Phone Policy

The La SB207 law amends existing Louisiana law to prohibit students from possessing electronic telecommunication devices, such as cell phones, on their person during the instructional day in public elementary and secondary schools.

The students who require such devices as part of their individualized Education Plan, Individualized Accommodation Plan, or Individualized Health Plan are permitted to have devices.

The law also requires that if a student brings an electronic telecommunications device to school, it must be turned off and stored during the instructional day.

The objective of this policy is to strengthen Linwood Public Charter’s focus on learning, in alignment with our mission. To support school environments in which students can fully engage with their classmates, their teachers, and instruction, and in compliance with La SB207, Linwood Public Charter School has determined the use of cell phones by students during school hours is prohibited. Use is defined as “seen” or “heard.”

Consequences for violations are as follows:

CELL PHONES			
Violation	1st Offense	2nd Offense	3rd Offense
<i>Student found in possession of a cell phone in use (heard or seen) or there is evidence that the student’s device was in use during the instructional day.</i>	Item will be confiscated for 30 days, after which a parent may pick it up from the school.	Item will be confiscated for the remainder of the year.	Item will be confiscated for the remainder of the year and the student will be recommended for expulsion.

If a device was used to instigate, participate in or video a fight, the student will be recommended for expulsion. A student who posts videos of events taking place during the school day will also be recommended for expulsion. If a student refuses to turn over a cell phone, the student will be handed over to the resource officer.

Revised 8/6/24elh

LEVELED OFFENSES AND CONSEQUENCES

Level 1: Level 1 offenses consist of minor misbehaviors by students who interfere with orderly school, classroom, or busing operations. A Level 1 offense can typically be managed by a teacher or individual staff/faculty members and **does not** require the intervention of an administrator. Level 1 offenses include but are not limited to:

Behavioral Infractions
<ul style="list-style-type: none">➤ Unprepared for class➤ Inattentive in class➤ Classroom disruption➤ Failure (non-defiant) to carry out directions➤ Walking through halls without a hall pass➤ Presence in an off-limits/wrong area➤ Lying to a staff/faculty member➤ Profanity➤ Eating/taking food outside a designated area➤ Littering➤ Failure to keep cafeteria area clean➤ Dress Code Violation➤ Class tardiness➤ Inappropriate/disruptive illustrations➤ Running in corridors➤ Disturbing/taunting other students (determine if bullying, Level 2/3)➤ Improper conduct

Possible Consequences
<ul style="list-style-type: none">➤ Warning➤ Review/Reteach expected behavior➤ Journaling about inappropriate behavior➤ In-class disciplinary action (i.e.-loss of privileges)➤ Parental contact➤ After school detention➤ Referral to guidance counsel➤ Teacher and student conference (with/without parent)➤ Temporary confiscation of item➤ Lunch activity detention (with teacher)

LEVELED OFFENSES AND CONSEQUENCES

Level 2: Level 2 offenses consist of frequent or more serious misbehaviors by students that interfere with the operation of the school, classroom, school bus, school activity in any public place, or on Linwood's campus. **Level 2 offenses warrant parent contact, Student Management notification and/or In-School Reflection Room.** Level 2 offenses include but are not limited to:

Behavioral Infractions
<ul style="list-style-type: none">➤ Persistent disobedience/disorderly behavior anywhere on school campus➤ Unruly behavior at a school-sponsored activity (dance, field trip, etc.)➤ Taunting other students (i.e.-bullying)➤ Defiant failure to carry out directions➤ Excessive class tardiness (refer to school counselor)➤ Being in unauthorized areas➤ Disrespect toward a staff/faculty member➤ Offensive language/gestures➤ Public display of affection (persistent)➤ Unauthorized possession/playing of radios/electronic devices/pagers

Possible Consequences
Parental contact Telephone conference with parent, student Referral to Guidance Counselor, Social Worker, Nurse Conference involving Student Management, teacher, student, parent, and counselor Referral to SBLC Behavior Assessment Confiscation of item contributing to disruption Behavior contract

Note: Records are kept of all offenses and various strategies will be employed. Intervention strategies are designed to involve parents, guidance counselors, social workers, nurse, student support team, and community agencies to provide as many services as possible to ensure success.

LEVELED OFFENSES AND CONSEQUENCES

Level 3: Level 3 offenses consist of continued Level 2 misbehaviors or harmful actions directed against person or property. **A Level 3 offense requires that the Student Management Team be notified, and parental contact is made by the teacher and MTSS Coordinator.** Level 3 offenses include but are not limited to the following:

Behavioral Infractions

- Chronic Level 1 and 2 misbehaviors
- Truancy
- Gambling
- Forgery
- Illegal absence from class
- Insubordination/refusal to obey a reasonable directive
- Flagrant disrespect toward staff or faculty member
- Refusals to serve teacher's assigned punishment
- Possession of obscene/pornographic materials
- Safety violation - serious
- Theft
- False Fire Alarm
- Defacing school property
- Disorderly conduct while on school grounds or at school-sponsored activity
- Threats toward others
- Fighting - physical confrontation
- Cheating/plagiarism
- Vandalism
- Smoking, vaping, or other use of tobacco products
- Fire safety violation (lighting matches, tampering with fire extinguishers, etc.)

Possible Consequences

- Warning letter
- Unlawful absence letter to parent
- Student Behavioral Contract
- Conference (principal, parent, student, counselor, and teacher)
- Referral to counselor, nurse, student support team, or social worker by administrator
- Out-of-school suspension
- Alternative programs
- Referral to SBLC
- Behavior Assessment
- Restitution/restoration of damages/property
- Referral to Chief Operations Officer

LEVELED OFFENSES AND CONSEQUENCES

Level 4: Level 4 offenses consist of misbehaviors that are considered illegal, pose a direct threat to the safety of others, or result in violence to a person or property. A Level 4 offense is typically brought to the attention of the MTSS Coordinator; Chief Operations Officer; and legal authorities (School Resource Officer). Level 4 offenses include but are not limited to the following:

Behavioral Infractions
<ul style="list-style-type: none">➤ Assault: personal assault of another student or staff, attempt to do bodily harm to another, use of weapon➤ Aggravated assault (assault with a deadly weapon)➤ Use of weapon or threatening with a weapon➤ Theft or damage of property (2nd violation)➤ Possession, sale, or use of narcotic, alcoholic beverage, or stimulant drugs➤ Harassment (including sexual harassment)➤ Truancy (under age 16)➤ Vandalism (willful/malicious destruction of school property or the property of others)➤ Bomb threats/Arson➤ Possession, use, concealment, or transfer of dangerous weapons➤ Malicious/reckless injury to another➤ Endangering the safety of others➤ Assault and battery (physical contact with another person but without that person's consent)➤ Returning to school property while suspended/trespassing➤ Extortion (obtaining money, property, information, etc., from another person through use of force and/or intimidation)➤ Burglary➤ Robbery➤ Possession, furnishing, or sale of narcotics, unauthorized/dangerous drugs, or alcohol➤ Under the influence of narcotics, unauthorized/dangerous drugs, or alcohol➤ 2nd offense of assault➤ Trespassing➤ Child abuse➤ Gang related activity (assault & violence)➤ Leaving campus

Consequences
<ul style="list-style-type: none">➤ Referral to Chief Operations Officer➤ Out of school suspension➤ Alternative school➤ Recommendation of long-term suspension➤ Arrest➤ Expulsion

Linwood Public Charter School

SCHOOLWIDE BEHAVIOR SUPPORT

Linwood Public Charter School is committed to providing consistent discipline procedures that ensure that all students have an opportunity to learn in a safe and respectful learning environment and are held accountable for their actions so that they learn responsibility.

Please refer to the LPCS discipline policies herein, regarding:

- Attendance
- Classroom Structure
- Disrespectful Conduct Towards School Personnel
- School Disruption
- Gang Related Activity
- Electronic Devices
- Detention
- Harassment and Sexual Harassment

ATTENDANCE			
Violation-Tardy	1st Offense	2nd Offense	3rd Offense
<i>Late to class-1st time (10 minutes)</i>	Teacher Warning	Teacher warning and parental notification	Detention and <i>Referral to Counselor</i>
<i>Unexcused Tardy to school</i>	Phone call to parent and/or Letter to parent	Referral to Professional School Counselor Detention	Social Worker Referral Referral to MTSS and implement RTI
<i>Absences</i>	Phone call to parent (JCampus) Letter to parent (3 unexcused absences)	Conference with Principal/ Registrar (5 unexcused absences) Referral to School Counselor	Mandatory Conference with Parent, Principal and Counselor (8 unexcused absences) Social Worker Referral Home visit (Social Worker/Counselor) Referral to the MTSS Coordinator Referral to District Truancy Office (10 unexcused absences) Students may be recommended for expulsion

Willful Disobedience				
Violation- Class Rules	1ST Offense	2nd Offense	3rd Offense	4th Offense
<i>Failure to follow class rules</i>	Teacher Warning Redirection	Warning and Parent Contact Self-Reflection Activity	Mandatory Parent Conference Referral to School Culture Support Team Teacher-to- teacher time out Referral to In-School Reflection	Referral to MTSS Behavior Contract
<i>Habitually Violates School Rules</i>	Teacher Warning and Parental Contact	Parent Contact Alternative Assignment Teacher-to-Teacher time out Referral to Student Management Detention	Referral to Time Out In School Reflections (ISR)	Referral to MTSS RTI Plan Behavior Assessment Behavior Improvement Plan Behavior Contract
<i>Leaving class without the teacher's permission</i> <i>Skipping Class</i>	(Notify Office/SM Immediately) Parent Contact and Detention	Referral to Student Management After School Detention	In-School Reflection	All the above and Out of School Suspension

DISRESPECTFUL CONDUCT TOWARDS SCHOOL PERSONNEL

Violation: Disrespect /Disobedience	1st Offense	2nd Offense	3rd Offense
<i>Abuse, Threats, or attempted abuse of school personnel (physical, verbal, written)</i>	<p>Conference with Student Management, Parent, and Officer</p> <p>Loss of privileges</p> <p>Behavioral Contract</p>	<p>Out of School Suspension</p> <p>Referral to MTSS</p>	<p>Recommendation for expulsion.</p> <p>Fresh Start</p>
<i>Verbal and/Gestures Slurs: racial, ethnic, religious, handicapped, or sexual; slang, profanity, and name calling</i>	<p>Teacher – Student Conference</p> <p>Parent notification/contact</p> <p>Parental Contact Conference with counselor.</p> <p>Detention (lunch or after school)</p>	<p>Conference with Discipline Officer and Parent/Guardian</p> <p>Behavioral Contract</p> <p>In-School Reflection</p> <p>Referral to Student Management</p> <p>Referral to Social Worker/Counselor</p>	<p>Conference with Administrator and Parent/Resource Officer.</p> <p>Out of School Suspension</p> <p>Referral to MTSS Coordinator</p> <p>Referral to Chief Operations Officer</p> <p>Expulsion</p>

SCHOOL DISRUPTIONS			
Violation: Fighting	1st Offense	2nd Offense	3rd Offense
<i>Fighting</i>	Parent Contact	Out of School Suspension	Expulsion
<i>Instigating Fight</i>	In-School Reflection	Referral to MTSS	Fresh Start
<i>Inciting Riot</i>	Restorative Practice	Restorative Practice	Arrest
<i>Pushing, Shoving, or other Physical Contact</i>	Arrest	Arrest	
<i>Horse Playing/ Play Fighting</i>			

GANG RELATED ACTIVITY			
Violation: Gang Affiliation	1st Offense	2nd Offense	3rd Offense
<i>Student displaying, flashing, showing gang</i>	Referral to Student Management	Out of School Suspension	Expulsion
<i>Signs: wearing known gang clothing, exposing tattoos, tagging, or any other action determined to be gang related.</i>	Restorative Practices		
	Referral to Resource Officer		

DETENTION				
Violation: Failure to serve	1st Offense	2nd Offense	3rd Offense	4th Offense
<i>Detention (After-school/Saturday)</i>	Parental Contact	Mandatory Conference with parent	Mandatory Conference with parent	Out of School Suspension
	Extended Detention	Detention re-assigned/ISR	In-School Reflection	
		Loss of privileges		

ELECTRONIC DEVICES

Violation	1 st Offense	2 nd Offense	3 rd Offense
<p><i>The SB207 bill amends existing Louisiana law to prohibit students from possessing electronic telecommunication devices, such as cell phones, on their person during the instructional day in public elementary and secondary schools.</i></p> <p><i>The students who require such devices as part of their Individualized Education Program, Individualized Accommodation Plan, or Individualized Health Plan are permitted to have devices.</i></p> <p><i>The bill also requires that if a student brings an electronic telecommunication device to school, it must be turned off and stored during the instructional day.</i></p>	<p>Item will be confiscated for 30 days, after which a parent may pick it up from the school</p>	<p>Item will be confiscated for the remainder of the year</p>	<p>Item will be confiscated for the remainder of the year and the student will be recommended for expulsion</p>
<p><i>Inappropriate computer/internet/network content use- sexual content, non-academic content access or attempted access to restricted sites that are not non- school related</i></p>	<p>Teacher/Principal conference with parents</p>	<p>Parent Conference with Student Management, teacher, and parent</p> <p>In-School Reflection</p>	<p>Out of School Suspension</p> <p>Expulsion</p>

HARASSMENT AND SEXUAL HARASSMENT			
Violation: Written or Verbal	1 st Offense	2 nd Offense	3 rd Offense
<i>Continued bothering that is not invited (verbal or touching); vulgar, slang, or nick names pertaining to gender; lifting dresses, skirts, shirts, snapping undergarments; etc. (possession of pornographic material)</i>	Referral to Social Worker Mandatory Conference with MTSS Coordinator & Parent Detention	Informal Hearing Report incident to Discipline Officer ISR	Out of School Suspension Class Transfer Expulsion
<i>Participation in sex-based acts and/or misconduct on campus</i>	Conference with Administrator & Parent- Informal Hearing Report incident to Hearing Officer Referral to Counselor Family Counseling-Social Worker Detention	In School Suspension	Out of School Suspension Class Transfer Expulsion

UNIFORM VIOLATION				
Violation: Written or Verbal	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
<i>Student did not follow the uniform guidelines. Skirt or Shorts are more than 3 inches above the knee.</i>	Parent Notified	Recess Detention	Tier 2 Intervention	1 Day ISR

BUS VIOLATION				
Violation: Written or Verbal	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
<i>Not following bus rules, causing a distraction, out of seat, yelling, touching others, etc.</i>	Parent contact by bus driver	Referred to student management Saturday detention	Referred to student management Suspension from bus for a week	Referred to student management Bus privileges revoked

FRESH START ACADEMY

If a Level 3 or 4 offense takes place that is beyond the scope of classroom management and other support interventions; and if it is determined that expulsion proceedings are the appropriate remedy, the following guidelines should be adhered to:

Rationale

All students at LPCS are expected to follow all schoolwide rules. Each student receives a Discipline handbook. Students are taught and made aware of their responsibility as good citizens to follow all guidelines. Also, all students and parents are required to sign a form in the student code of conduct booklet indicating that they received the booklet and that they understand all the rules of its content. In lieu of expulsion, students who repeatedly commit level 3 or 4 offenses will be assigned to the Fresh Start Center. These students may be suspended from one to ten days while continuing their academic studies. **Only 4th – 8th grade students are eligible** for this program unless an exception is approved by the Chief Operations Officer.

Legislative Mandates

These recent legislative enactments directly affect this program and will be followed. According to the State Superintendent of Education, “these laws address behavior complications educators and students faced in previous years and aim to improve the school experience.”

ACT 400 (Student Discipline & Teacher Rights)

As of August 1, 2024, this law amends the existing law and the Teacher Bill of Rights providing that teachers shall have disruptive students removed from their classrooms. Further, it codifies that leaders may not discriminate or retaliate against a teacher seeking to provide an orderly classroom. This act further amends current law to require a conference between the teacher or other appropriate school employee and the student’s parents prior to a student being admitted to the same classroom after a third removal due to disruptive behavior.

ACT 337 (Mandatory Expulsion in Grades 6-12)

As of August 1, 2024, this law will be in effect, adding expulsion requirements for conditions involving knives and drugs. Furthermore, the Act provides, notwithstanding other policies, 6-12th graders suspended a third time within the same school year for any offense, excluding those related to dress code or tardiness, shall be recommended for expulsion.

FRESH START ACADEMY (cont.)

Guidelines

- The focus message would be discipline, not punishment.
- Students will have a term limit.
- Social skills will be addressed through counseling.
- Students will be on a concise contract that must be adhered to.
- Students will have appropriate academic assignments.

Getting Started

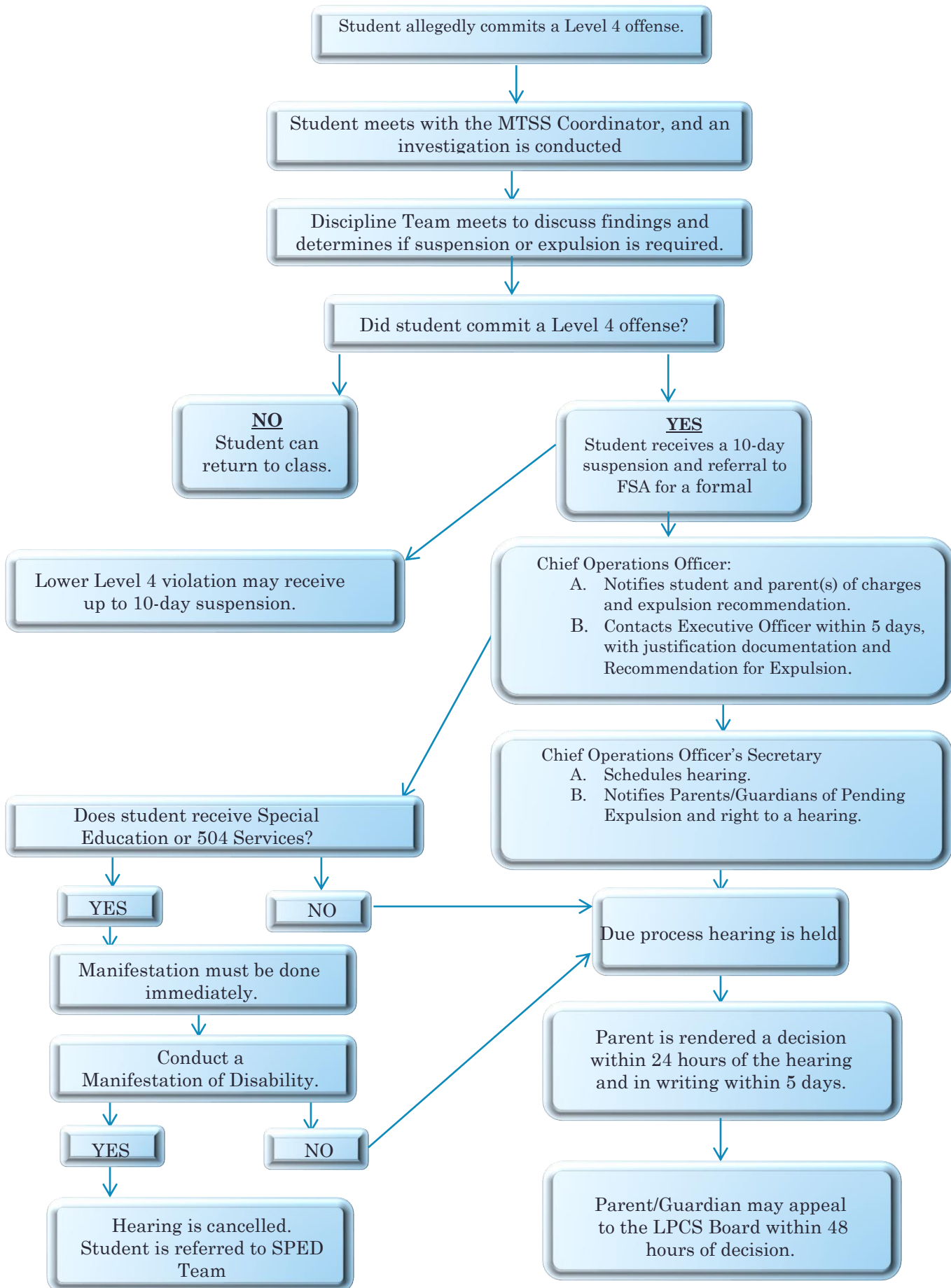
- The appropriate books and materials will be provided.
- Various learning strategies will be used to keep students engaged.
- Rules, rewards, and consequences will be clearly communicated prior and during the time spent in the program.
- The teacher shall be fair and consistent and maintain accurate records of the student's completed work.

Exiting Guidelines

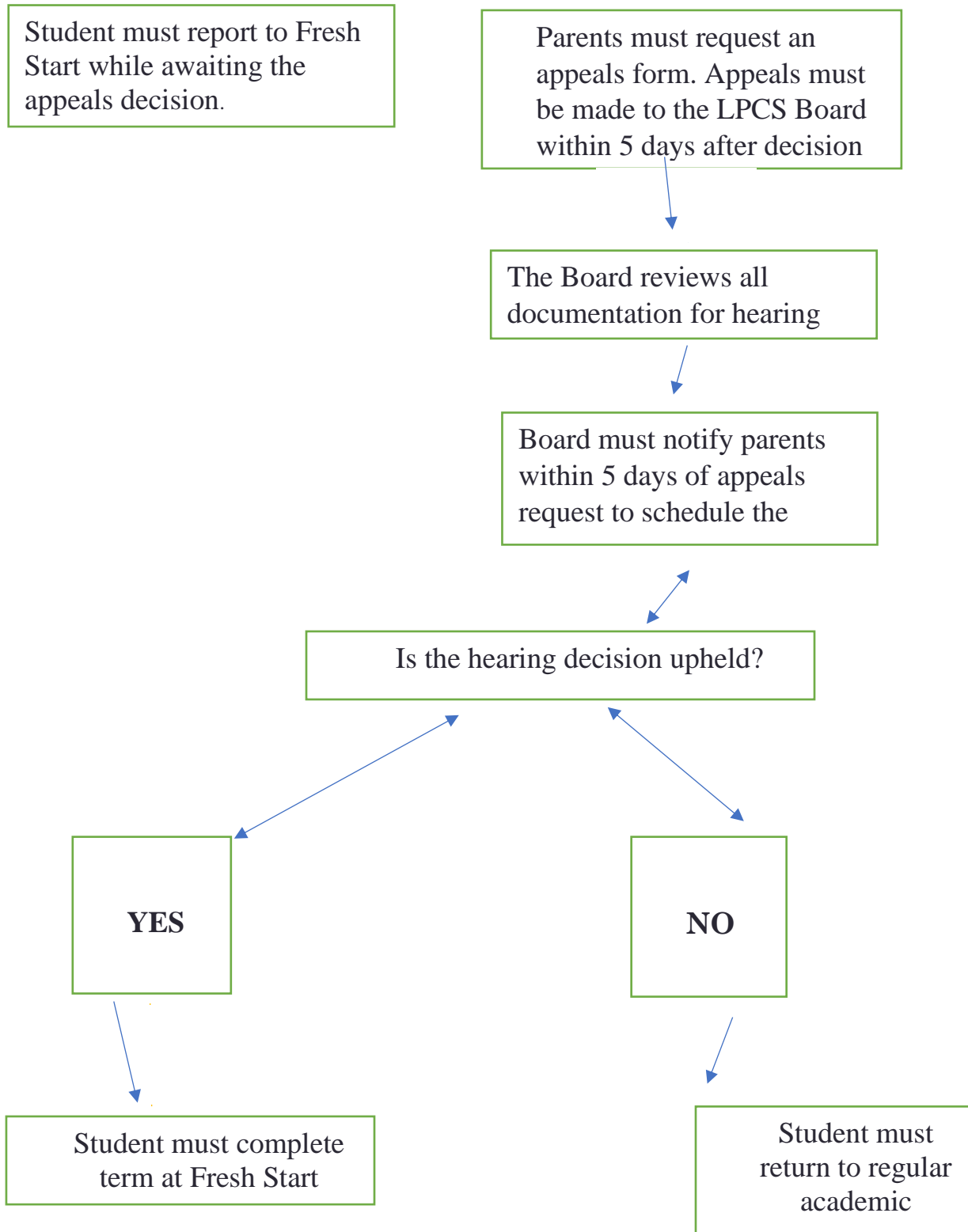
Compliance in all of the following areas must be evident to exit the program.

- Attend everyday – An excuse must be provided for absences
- Be on time daily
- Participate in class
- Follow all rules and regulations
- Complete all assignments and class work

Expulsion Process



LPCS APPEAL PROCESS



Linwood Public Charter School

2024 -2025 Discipline Handbook Acknowledgement

Dear Parents/Guardian:

Please sign below acknowledging that you have received, read, and understand the policies and information stated in the Linwood Public Charter School's Discipline Handbook. This handbook includes the descriptions of the school's expectations regarding student behavior and the consequences according to each misbehavior.

Please pull this sheet out, sign and return it to the homeroom teacher by August 30, 2024. Please note that this document is subject to change at any time.

Sincerely,

Dr. Staughton Jennings
Chief Executive Officer

My signature below acknowledges receipt of the Discipline Handbook and that I understand and agree that we (parent/guardian & student) are to strictly abide by the terms and conditions set forth therein.

Date: _____ **Homeroom:** _____

Student's Name: _____

Student's Signature: _____

Parent's/Guardian's Name: _____

Parent's/Guardian's Signature: _____