



# **STUDENT HEARING OFFICE**

## **Manual for Disciplinary Procedures**

**2014-2015 School Year**

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14-15 School Year

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# Mission and Overview

## Manual for Disciplinary Procedures

14-15 School Year

**The Student Hearing Office Manual is a reference guide to help school administrators better serve our students, and to provide families with a clear understanding of official disciplinary procedures.**

**This manual includes:**

Resources administrators and families can use to provide safe learning environments for our students

A comprehensive list of offenses and interventions for expellable behaviors

Guidance for administrators on the use of Student Hearing Office policy and procedures to address disciplinary concerns

Professional development tools for educators

Clear explanations of student Disciplinary Conferences, Expulsion Hearings, and procedures for appealing an expulsion

# Letter from Superintendents Dobard and Smith

## Manual for Disciplinary Procedures

14-15 School Year

Dear Schools and Families,

The Recovery School District and Orleans Parish School Board's Student Hearing Office have been working hard over the summer, along with our school leaders and community partners, to improve our policies and procedures.

This manual is intended to provide school administrators and families with a clear understanding of Student Hearing Office policies and procedures. These were developed based on the recommendations of school leaders, students, and community partners, and will ensure that our schools maintain a safe and orderly learning environment.

Please take the time to review this manual to ensure that you are prepared for the upcoming school year. We look forward to working with you all to ensure that this year is a successful one for our students.

Thank you for your support.

Sincerely,



Patrick Dobard  
RSD Superintendent



Stan Smith  
OPSB Superintendent

# Offenses and Interventions

## Manual for Disciplinary Procedures

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### What is an Expellable Offense?

Expellable offenses are incidents that occur on school property or grounds, on school vehicles, or at school activities, which severely interfere with safety and learning, are of a threatening or harmful nature, and/or are legal violations.

All expulsion recommendations are made at the discretion of the administrative staff at the school in which the student is enrolled. The expellable offenses discussed in this manual represent a comprehensive list.

***Students cannot, under any circumstances, be recommended for expulsion for committing the following offenses:***

- Disrespect or willful disobedience
- Uniform violations
- Repeated suspensions for violations not listed in expellable offenses.

The duration of each expulsion will be determined by the Student Hearing Office (SHO) at the conclusion of the Expulsion Hearing, in accordance with the facts at hand, as well as all relevant laws and regulations, and the guidelines listed in this manual.

# Offenses and Interventions

## Manual for Disciplinary Procedures

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### Tier One Offenses

**Tier One offenses are expellable for up to two semesters**

- Distributing, selling, giving away, or loaning any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, or any prescription drug not prescribed to the accused student, or any chemical substance that affects the central nervous system and produces stimulant, depressant, euphoric, or hallucinogenic effects to the mind or body
- Carrying, possessing, or using a firearm, knife with a blade of two inches or longer, or any other instrument of which the purpose is lethal force
- Sexual assault and other sexual acts where the ability of one party to consent is compromised by age, intellectual ability, intoxication, or incapacitation
- Intentional battery or assault on any individual using a weapon, or which causes serious, documentable injury that necessitates medical care
- Engaging in an intentional physical altercation with a member of the school staff that does not rise to the level of battery, does not involve using a weapon, and does not result in serious, documentable injury necessitating medical care

### Tier One Interventions

**For a student who commits a Tier One offense or a second Tier Two offense and is found guilty, the consequences range as follows:**

- Removal to an alternative school or program for up to two semesters, plus the remainder of the current semester
- Homebound services or virtual option facilitated and implemented by the sending school for a length of time agreed upon at the hearing
- Remain at the sending school for up to two semesters plus the remainder of the current semester on a probationary basis, during which time the student can be sent to an alternative school by being found guilty of another Tier One or Two offense
- A principal-to-principal transfer for the student, facilitated by the sending school in coordination with the RSD Office of Student Enrollment
- Referral to an outside program (i.e. substance abuse counseling) for a set period of time, during which the student can be sent to an alternative school by failing to comply with the terms of the referral
- A Disciplinary Conference held with the SHO

# Offenses and Interventions

## Manual for Disciplinary Procedures

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### Tier Two Offenses

**Tier Two offenses are expellable for up to one semester. Being found guilty of a second Tier Two offense makes a student eligible for the range of Tier One interventions.**

- Possessing any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, or any prescription drug not prescribed to the accused student, or any chemical substance that affects the central nervous system and produces stimulant, depressant, euphoric, or hallucinogenic effects to the mind or body
- Possession or use of any implement/substance with the ability to seriously harm another person
- Robbery of an individual on school property or at any activity over which the school has jurisdiction
- Engaging in consensual sexual acts on school property or at any school-sponsored activity

### Tier Two Interventions

**For a student who commits a Tier Two offense or a second Tier Three offense and is found guilty, the consequences range as follows:**

- Removal to an alternative school or program for one semester, plus the remainder of the current semester
- Homebound services or virtual option facilitated and implemented by the sending school, for a length of time agreed upon at the hearing
- Remain at the sending school for up to one semester plus the remainder of the current semester on a probationary basis, during which time the student can be sent to an alternative school by being found guilty of another Tier Two Offense
- A principal-to-principal transfer for the student, facilitated by the sending school in coordination with RSD Office of Student Enrollment
- Referral to an outside program (i.e. substance abuse counseling) for a set period of time, during which the student can be sent to an alternative school by failing to comply with the terms of the referral
- A Disciplinary Conference held with the SHO

# Offenses and Interventions

## Manual for Disciplinary Procedures

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### Tier Three Offenses

**First-Time Tier Three offenses cannot result in expulsion. Being found guilty of a second Tier Three offense makes a student eligible for the range of Tier Two interventions.**

- Well-documented and on-going commission of serious acts that threaten the safety of others
- Well-documented and on-going behaviors that threaten, intimidate, or bully another individual, including the use of any electronic device to threaten, intimidate, or bully
- Sharing sexually explicit material, including through the use of an electronic device
- Theft of school property or the personal property of individuals on school property or at any activity over which the school has jurisdiction
- Being under the influence of any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, or any prescription drug not prescribed to the accused student, or any chemical substance that affects the central nervous system and produces stimulant, depressant, euphoric, or hallucinogenic effects to the mind or body

### Tier Three Interventions

**For a student who commits a Tier Three offense and is found guilty, the consequences range as follows:**

- A Disciplinary Conference held with the SHO
- Referral to an outside program (i.e. substance abuse counseling)

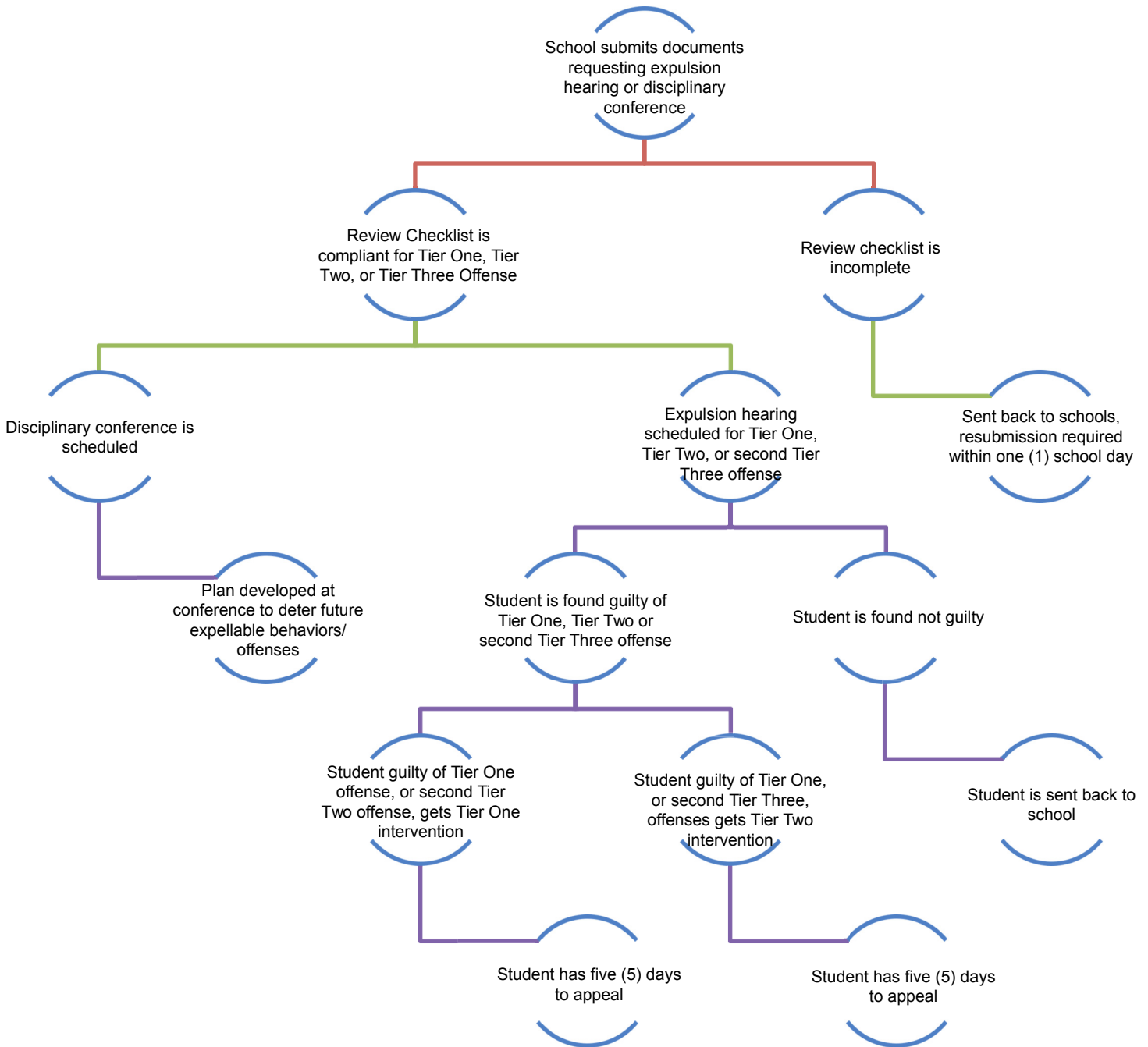


# Overview of Expulsion Hearing / Disciplinary Conference Processes

## Manual for Disciplinary Procedures

14-15 School Year

The chart below provides an overview of the Expulsion Hearing / Disciplinary Conference processes.



# Detailed Processes of Disciplinary Conference

## Manual for Disciplinary Procedures

14-15 School Year

### What is a Disciplinary Conference?

Disciplinary Conferences are held with students in order to address significant behavioral concerns, including both expellable and non-expellable offenses. Disciplinary Conferences are used to supplement prior interventions at the school-level that have not resulted in changed behavior. The purpose of the conference is to deter future incidents that could lead to expulsion. Student Disciplinary Conferences cannot directly result in an expulsion.

#### Before SHO is Involved

The student commits an offense or a repeated problematic behavior.



The principal or designee conducts a school-level investigation within three (3) days after the incident, if applicable.



The school must ensure due process for the student. This includes:

- Notifying the parent/guardian of minors of the misbehavior and recommendation for a Disciplinary Conference
- Allowing student to tell their side of the story
- Mailing a copy of the incident report home to parents / guardians of minors

#### What can parents expect?

You should be notified in writing by the school about the incident and should be asked to sign the written document.

Depending on the school and the nature of the behavior or incident, your student may be suspended until the Disciplinary Conference is held.

# Detailed Process of Disciplinary Conference

## Manual for Disciplinary Procedures

14-15 School Year

### After Incident is Submitted to SHO

If the principal chooses to recommend the student for a Disciplinary Conference, the principal will submit a Recommendation for Disciplinary Action. If the recommendation is as a result of a specific incident, the form must be submitted within (1) school day of the incident (or within (1) school day after completion of the investigation). On this form, the principal will describe the incident or behaviors that precipitated this recommendation, the due process for the student, and request an intervention for the student's offense. A Disciplinary Conference cannot result in expulsion.



Student Hearing Officer will review the documentation for compliance with the law and the SHO policies. If the recommendation is incomplete, the form will be sent back to schools and schools will be given one (1) school day to complete the paperwork and resubmit it to the SHO.



Once the paperwork is deemed compliant, a Disciplinary Conference will be scheduled within five (5) days of the SHO receiving it. The SHO will contact parents and schools to inform them of the date and time of the Conference.

### What can parents expect?

The SHO will contact parents by phone within two (2) days of the paperwork being received in our office.

Disciplinary Conferences will be scheduled between 9 AM and 4 PM, Monday - Friday, within five (5) days of receiving the paperwork. Rescheduling can occur if necessary. Disciplinary Conferences will take place at the RSD Central Office: 1615 Poydras Street, Suite 1400, New Orleans, LA 70112.

The following persons have the right to attend the Conference:

- The student
- The student's parents/guardians
- An additional representative of the student, of the student's or parents'/guardians' choosing
- The student's principal or designee (may include teacher or school staff witnessing the incident)
- Person victimized by the student (school must inform victim(s) and/or parents of the victim(s) of Conference time and place)
- Any other person the Student Hearing Officer deems necessary

At the Disciplinary Conference, the student, parent/guardian, school representative, and SHO officer will collaboratively develop ways to improve behavior in order to avoid future disciplinary action. Students cannot be expelled at a Disciplinary Conference.

# Detailed Processes for Expulsion Hearing

## Manual for Disciplinary Procedures

14-15 School Year

### What is an Expulsion Hearing?

Expulsion Hearings are scheduled after prior interventions at the school level have not resulted in changed behavior or for first-time behaviors that merit an Expulsion Hearing. These are used when a Tier One, Tier Two, or a second Tier Three offense has occurred. Students can be expelled at an Expulsion Hearing if an expulsion is in accordance with the facts at hand, district policy, all relevant laws and regulations, and the guidelines listed in this manual.

#### Before SHO is Involved

The student commits a Tier One or Tier Two offense, or a repeat Tier Three offense



The principal or designee conducts a school-level investigation within three (3) days after the incident, if applicable.



The school must ensure due process for the student. This includes:

- Notifying the parent/guardian of minors of the misbehavior and recommendation for a Disciplinary Conference
- Allowing student to tell their side of the story
- Mailing a copy of the incident report home to parents/guardians of minors

#### What can parents expect?

You should be notified in writing about the incident and should be asked to sign the written document.

Depending on the school and the nature of the behavior or incident, your student may be suspended until the Hearing is held.

# Detailed Processes for Expulsion Hearing

## Manual for Disciplinary Procedures

14-15 School Year

### After Incident is Submitted to SHO

If the principal chooses to recommend the student for an Expulsion Hearing, the principal will submit a Recommendation for Disciplinary Action to the SHO within one (1) school day of the incident (or within (1) school day after completion of the investigation). On this form, schools will describe the incident, the due process for the student, and request an intervention for the student's offense.



SHO will review the documentation for compliance with the law and the SHO policies. If the recommendation is incomplete, the form will be sent back to schools and schools will be given one (1) school day to complete the paperwork and resubmit it to the SHO.



Once the paperwork is deemed compliant, an Expulsion Hearing will be scheduled within five (5) days of the SHO receiving it. The SHO will contact parents and schools to inform them of the date and time of the Hearing.

### What can parents expect?

The SHO will contact parents by phone within two (2) days of the paperwork being received in our office.

Expulsion Hearings will be scheduled between 9 AM and 4 PM, Monday - Friday, within five (5) days of receiving the paperwork. Rescheduling can occur if necessary. Expulsion Hearings will take place at the RSD Office located at 1615 Poydras Street, Suite 1400, New Orleans, LA 70112.

# Detailed Processes for Expulsion Hearing

## Manual for Disciplinary Procedures

14-15 School Year

### At Expulsion Hearing

All Expulsion Hearings will be tape-recorded and kept on file with the SHO.



At the Hearing, the school and the student will provide testimony and evidence related to the incident under consideration.



After the Hearing, the SHO will make a determination of the student's guilt based on the evidence gathered during the school's investigation, plus any additional evidence or testimony presented during the Hearing. The determination will be given to the school, the student, and/or the student's parents/guardians in writing. The SHO will determine the appropriate length of expulsion according to the guidelines on expulsion length, above.



If the student is found guilty, the SHO will make arrangements for the student to attend the alternative education facility, if applicable. Expulsion begins immediately.

### What can parents expect?

Students will not be allowed back to school until they attend the Expulsion Hearing.

The following persons have a right to attend the Hearing:

- The student
- The student's parents/guardians
- An additional representative of the student, of the student's or parents'/guardians' choosing
- The student's principal or designee (may include teacher or school staff witnessing the incident)
- Person victimized by the student (school must inform victim(s) and/or parents of the victim(s) of Conference time and place)
- Any other person the Student Hearing Officer deems necessary

If student or parent/guardian does not show, the Hearing **can and will** be conducted in their absence.

Students and families will be informed of the determination in writing after the Expulsion Hearing. This will include the length of the expulsion. The SHO will make arrangements for the student to attend the alternative education facility, if applicable.

Students have five (5) days to appeal the expulsion determination.

# Appeals Process

## Manual for Disciplinary Procedures

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### How Does a Student Appeal an Expulsion Decision?

#### Expulsion Appeals Process

Any non-minor student, or the student's parent/guardian has the right to appeal the Student Hearing Officer's determination to the RSD Superintendent or his/her designee.



To appeal an expulsion, the parent/guardian of the student may, within five (5) school days after the decision to expel the student has been made, request that the RSD review the findings of the Student Hearing Officer.



The RSD, in reviewing the case, may uphold, modify, or reverse the decision. Otherwise the determination of the Student Hearing Officer shall be final.



If the RSD Superintendent or his/her designee upholds the decision of the Student Hearing Officer, the non-minor student or student's parent/guardian may appeal the expulsion to the Municipal Court in which the student's school is located within ten (10) days of the RSD Superintendent's decision.

#### What can parents expect?

**Throughout the appeals process, the student must report to their designated alternative placement. Failure to do so will result in the appeal being denied.**

Parents/guardians or students over 18 must complete the Request for an Expulsion Appeal form and submit it to the SHO Office within five (5) days to request an appeal.

Within five (5) days, the SHO will contact families to inform them of the scheduled Appeal Hearing. Students and families may attend the Appeal Hearing.

At the Hearing, the RSD will choose to uphold, modify, or reverse the expulsion decision.

If the decision is upheld and an appeal is still desired, non-minor students or parents/guardians may submit an additional appeal at the Municipal Court in which the student's school is located within ten (10) days of the RSD Superintendent's decision.

# Contact Information

## Manual for Disciplinary Procedures

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### Student Hearing Office

**The Student Hearing Office is located in the RSD Central Office:**

1615 Poydras Street  
Suite 1400  
New Orleans, LA 70112

**Phone:** 504-373-6200 Ext. 20041  
**Fax:** 504-308-3612

Dari Brumfield, Administrator  
**Email:** [dari.brumfield@rsdla.net](mailto:dari.brumfield@rsdla.net)

James Moore, Hearing Officer  
**Email:** [james.moore@rsdla.net](mailto:james.moore@rsdla.net)

### Student Hearing Office Professional Development

Members of the Student Hearing Office are available to conduct workshops about expulsion policies and procedures at schools or via teleconference.

If you would like to schedule a visit, please contact your Manager of School Performance.



# Resources for Families

## Manual for Disciplinary Procedures

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**Advocates from the following organizations are available to represent your student throughout the expulsion process. If you are interested in representation by an advocate, please contact an advocacy group of your choice in advance of the Expulsion Hearing.**

### Advocacy Groups

#### **Louisiana Center for Children's Rights**

Education Advocacy Hotline  
2018 O.C. Haley Boulevard  
New Orleans, LA 70113  
Tel: (504) 655-7186  
agallagher@laccr.org

#### **Advocacy Center**

8325 Oak Street  
New Orleans, LA 70118  
Tel: (504) 522-2337  
Fax: (504) 522-5507

#### **Stand Up For Each Other**

Loyola/Tulane University Law School  
New Orleans, LA 70118  
Tel: (504) 410-5437  
standupforeachother@gmail.com

*The Recovery School District and Orleans Parish School Board are not affiliated with, nor do they endorse any of the providers listed in this document. The inclusion of these services and providers is meant solely as a reference for students and families.*



Student Name: \_\_\_\_\_

OneApp ID: \_\_\_\_\_

Today's Date: \_\_\_\_\_

# Expulsion Disposition

## Student Hearing Office

### 14-15 School Year

*This is to be completed by the Student Hearing Office at the conclusion of the Expulsion Hearing.*

#### A. Student Information

Student School		OneApp ID	Grade
Student First Name	Student Last Name	Date of birth	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Race (Optional)		mm / dd / yyyy	
Address	Apt #	City	State Zip Code
Parent/Guardian First Name	Parent/Guardian Last Name	Relationship to Student	
Primary Contact Number ( ) -	Secondary Contact Number ( ) -	Parent/Guardian Email Address	

#### B. Reason for Recommendation

Offense or Behavior	
Tier	Date of Incident mm / dd / yyyy

#### C. Outcome

<input type="checkbox"/> <b>Guilty/Expulsion Recommendation Upheld</b> <i>Student must report to the designated Alternative Education Setting.</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Crescent Leadership Academy</li> <li><input type="checkbox"/> ReNEW Accelerated</li> <li><input type="checkbox"/> The NET</li> <li><input type="checkbox"/> Refer to Family Center for school placement (Grades K-6 only)</li> </ul>	<input type="checkbox"/> <b>Guilty with Probation (Re-admit)</b> <i>Students on probation can be sent to an Alternative Education Setting if they are found guilty of a second expellable offense during the term of their probation.</i>
Start Date: _____ End Date: _____ <input type="checkbox"/> Cumulative folder provided to new placement	Start Date: _____ End Date: _____ <input type="checkbox"/> <b>Not Guilty / Re-admit to enrolled school immediately</b> <input type="checkbox"/> <b>Other:</b> _____

#### D. Signatures

Student Hearing Officer	Date mm / dd / yyyy
Parent / Legal Guardian (student may sign on his / her own behalf if 18 years of age or older)	Date mm / dd / yyyy
School Designee	Date mm / dd / yyyy
Advocate / Representative (if applicable)	Date mm / dd / yyyy



# Expulsion Hearing / Disciplinary Conference Process Form

## Student Hearing Office

**14-15 School Year**

*This is to be completed and reviewed by the Student Hearing Office during the Hearing or Conference.*

### A. Folder Information

Date:  Time:  Folder Number:  Case Number:

### B. Student Information

Student School:  OneApp ID:  Grade:

Student First Name:  Student Last Name:  Date of birth:  Gender:  Male  Female

Race (Optional):

Address:  Apt #:  City:  State:  Zip Code:

Parent/Guardian First Name:  Parent/Guardian Last Name:  Relationship to Student:

Primary Contact Number: (  ) -  Secondary Contact Number: (  ) -  Parent/Guardian Email Address:

### C. Reason for Disciplinary Action

Offense or Behavior:

Tier:  Date of Incident:

LEA Officer:

Police Item Number (if applicable):  RSD Security Report Number (if applicable):

### D. Outcome

Outcome:  Guilty  Not Guilty  Not Guilty with probation

Intervention:

- Homebound services or virtual option provided by the sending school
- Probation at the sending school
- Principal-to-Principal Transfer
- Referral to an outside program
- Removal to an alternative school or program

Placement:

Number of Semesters:  Date Term Ends:

Student did not show.



Student Name: \_\_\_\_\_

OneApp ID: \_\_\_\_\_

Today's Date: \_\_\_\_\_

# Recommendation for Disciplinary Action

## Student Hearing Office

**14-15 School Year**

*This document is to be completed by any school submitting a recommendation for a Disciplinary Conference or Expulsion Hearing to the Student Hearing Office.*

### A. Student Information

Student School		OneApp ID	Grade
Student First Name		Student Last Name	Date of birth
			mm / dd / yyyy
Race (Optional)		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Address	Apt #	City	State Zip Code
Parent/Guardian First Name	Parent/Guardian Last Name		Relationship to Student
Primary Contact Number	Secondary Contact Number	Parent/Guardian Email Address	
( ) -	( ) -		
Does student receive IEP / 504 services?	<input type="checkbox"/> IEP	<input type="checkbox"/> 504 Plan	<input type="checkbox"/> No Services
If Yes, please indicate student's primary exceptionality:			

### B. Disciplinary Recommendation

The following disciplinary action is recommended for this student:  Disciplinary Conference  Expulsion Hearing

Offense Behavior

Tier

Date of Incident

mm / dd / yyyy

### C. Recommended Intervention\*

#### Hearing Office-Based Interventions

- Probation
- Referral to an outside program (i.e. substance abuse counseling, etc.)
- Removal to an alternative school or program
  - Crescent Leadership Academy
  - ReNEW Accelerated High School\*\*
  - The NET\*\*

#### School-Based Interventions

- Homebound Services / Virtual option
- Probation
- Principal-to-Principal Transfer

*It is the responsibility of the school to facilitate/ implement these interventions*

### D. Due Process\*

- Parent signed a copy of discipline form.
- Student was advised of offense / behavior, and basis for disciplinary action.
- Student was given an opportunity to explain his/her version of events.
- Student received a copy of discipline form.
- Parent received written documentation of disciplinary action.

- Yes  No
- Yes  No
- Yes  No
- Yes  No
- Yes  No

Date of Parental Contact / Date document was mailed\*\*\*

mm / dd / yyyy

mm / dd / yyyy

\* Applicable for Expulsion Hearings only.

\*\*These settings are for students that meet a certain set of criteria. These require the school to fill out the Referral to Accelerated Program form.

\*\*\*Note: this document should be mailed only if the school is unable to reach the student's parent / guardian.



Student Name: \_\_\_\_\_

OneApp ID: \_\_\_\_\_

Today's Date: \_\_\_\_\_

# Recommendation for Disciplinary Action

## Student Hearing Office

14-15 School Year

### E. Required Documentation

#### I. Disciplinary Conference Documentation

a. Complete this section if the student is recommended for a **Disciplinary Conference** only.

- |   |  |
|---|--|
| <input type="checkbox"/> Most current report card / progress report   | <input type="checkbox"/> Other previous discipline reports (ISS; OSS detentions; other expulsion recommendations, etc)             |
| <input type="checkbox"/> Student Incident Report & witness statements | <input type="checkbox"/> Comprehensive list of interventions / preventative steps taken prior to incident ( <i>if applicable</i> ) |

#### II. Expulsion Hearing Documentation

a. Complete this section if the student is recommended for an **Expulsion Hearing** only.

- |  |  |
|--|--|
| <input type="checkbox"/> Most current report card / progress report  | <input type="checkbox"/> Comprehensive list of interventions / preventative steps taken prior to incident ( <i>if applicable</i> ) |
| <input type="checkbox"/> Student Incident Report & witness statements  | <input type="checkbox"/> Verification that the LDOE School Behavior Report ( <i>Form B</i> ) was completed and submitted to state  |
| <input type="checkbox"/> Written / physical evidence related to current Recommendation for Expulsion                   | <input type="checkbox"/> Referral to Municipal / Juvenile Court ( <i>if applicable</i> )   |
| <input type="checkbox"/> Other previous discipline reports (ISS; OSS detentions; other expulsion recommendations, etc) | <input type="checkbox"/> Police Report # and Item Number ( <i>if applicable</i> ):   |

b. Complete this section if the recommended intervention is **assignment to an accelerated program**.

- |  |   |
|--|---|
| <input type="checkbox"/> Cumulative Folder   | <input type="checkbox"/> The NET and / or ReNEW Accelerated Documentation |
| <input type="checkbox"/> Complete transcript |   |

### F. Accommodation Information (*if applicable*)

- |   |  |
|---|--|
| <input type="checkbox"/> Manifestation Determination Review (MDR)<br><input type="checkbox"/> <i>MDR pending (must be submitted within 10 days)</i> | <input type="checkbox"/> Current Functional Behaviour Assessment (FBA) |
| <input type="checkbox"/> Most current evaluation  | <input type="checkbox"/> Behavior Implementation Plan (BIP)            |
| <input type="checkbox"/> Most current Individualized Education Plan (IEP), or current Individualized Action Plan (IAP)                              |  |

### G. Notes

### H. Signature

Signature of Principal / Designee

Date



Student Name: \_\_\_\_\_

OneApp ID: \_\_\_\_\_

Today's Date: \_\_\_\_\_

# Referral to Accelerated Program

## Student Hearing Office

**14-15 School Year**

*This document is to be completed by any school making a referral to an accelerated program.*

### A. Student Information

Student School			OneApp ID	Grade
Student First Name			Student Last Name	Date of birth
				mm / dd / yyyy
Race (Optional)				Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Address	Apt #	City	State	Zip Code
Parent/Guardian First Name		Parent/Guardian Last Name	Relationship to Student	
Primary Contact Number		Secondary Contact Number	Parent/Guardian Email Address	
( ) -		( ) -		

### B. Placement Preference

- The NET       ReNEW Accelerated High School

Start Date:      End Date:

\_\_\_\_\_

- Cumulative folder provided to new placement

### C. Eligibility Checklist

*Please check all that apply:*

- |  |  |
|--|--|
| <input type="checkbox"/> Student is 16+ years old  | <input type="checkbox"/> Student has completed an orientation with school staff  |
| <input type="checkbox"/> Student is any grade 9 -12  | <input type="checkbox"/> Student and parent / guardian (if student is minor) have reviewed and signed Notice of Program Expectations |
| <input type="checkbox"/> Of student absences since the beginning of the school year, no more than 10% were unexcused | <input type="checkbox"/> Student has completed Student Unit Checklist  |

### D. Signature

Signature of Principal / Designee	Date
_____	mm / dd / yyyy



# Referral to Accelerated Program

## Student Hearing Office

### 14-15 School Year

*This document is to be completed by the student, parent / guardian, and school representative after a student is found guilty and referred to an accelerated program by the Student Hearing Office.*

### E. Notice of Program Expectations

1) I understand that the success of this accelerated program is dependent on self-motivation of each and every student. I will be responsible for my own curriculum and the progress I make within my individual program. I will not always be taking the same courses as all other students but will take classes to meet my individual credit needs in order to earn my high school diploma. I will have to maintain focus in working individually and in small group settings.

\_\_\_\_\_ (Initial Here)

2) I understand that this school believes my success as a student is dependent upon my personal commitment as well as the commitment of my teachers, and will hold me equally accountable for my progress. I am expected to be responsible for my own behavior, and to help create a safe learning environment. I understand that the school works with each student individually to address issues, rather than relying solely on traditional disciplinary measures. I understand that violations of school policy may result in me being required to complete the duration of my expulsion term at Crescent Leadership Academy.

\_\_\_\_\_ (Initial Here)

3) I understand that this program reflects a nontraditional high school environment, which may include, but is not limited to:

- Modified scheduling
- RTA transportation
- Limited sports / extracurricular activities
- Open campus
- Year-round schooling
- Alternatives to college academic tracks

\_\_\_\_\_ (Initial Here)

4) I understand and am committed to a restorative process, which may include, but is not limited to:

- In-depth involvement from staff
- Small group environments

### F. Signatures

Signature of Student	Date
	mm / dd / yyyy
Signature of Parent / Guardian	Date
	mm / dd / yyyy
Signature of Witness / Representative	Date
	mm / dd / yyyy



# Referral to Accelerated Program

## Student Unit Checklist

14-15 School Year

Louisiana requires students to have 24 Carnegie units (in specific courses) to graduate.

### Grade

### Traditional Student Profile

### Typical RAHS/NET Student Profile

9

**Student Age:** 14 to 15 years old  
**Number of Carnegie Units/Credits:** 0 to 6

**Student Age:** 16+ years old  
**Number of Carnegie Units/Credits:** 0 to 6

10

**Student Age:** 15 to 16 years old  
**Number of Carnegie Units/Credits:** 6 to 12

**Student Age:** 17+ years old  
**Number of Carnegie Units/Credits:** 0 to 6

**Typical Transcript** (not including current courses)

- 1 English Unit
- 1 Math Unit
- 1 Science
- 1 Social Studies Unit
- 2 Elective Courses

**Typical Transcript** (not including current courses)

- 0-1 English Unit
- 0-1 Math Unit
- 0-1 Science
- 0-1 Social Studies Unit
- 0-2 Elective Courses

11

**Student Age:** 16 to 17 years old  
**Number of Carnegie Units/Credits:** 12 to 18

**Student Age:** 18+ years old  
**Number of Carnegie Units/Credits:** 0 - 12

**Typical Transcript** (not including current courses)

- 2 English Units
- 2 Math Units
- 2 Science Units
- 2 Social Studies Units
- 4 Elective Courses

**Typical Transcript** (not including current courses)

- 0-1 English Unit
- 0-1 Math Unit
- 0-1 Science
- 0-1 Social Studies Unit
- 0-2 Elective Courses

12

**Student Age:** 17 to 18 years old  
**Number of Carnegie Units/Credits:** 18 to 24

**Student Age:** 19+ years old  
**Number of Carnegie Units/Credits:** 0 to 18

**Typical Transcript** (not including current courses)

- 3 English Units
- 3 Math Units
- 3 Science Units
- 3 Social Studies Units
- 6 Elective Courses

**Typical Transcript** (not including current courses)

- 0-2 English Units
- 0-2 Math Units
- 0-2 Science Units
- 0-2 Social Studies Units
- 0-4 Elective Courses

- Students must achieve a score of "Fair" or higher on 3 out of the 6 mandated End of Course Exams to be eligible for graduation
- Graduation requirements may vary depending on the year the student entered High School and/or special education status.
- Review of student documentation will need to be conducted by RAHS or NET to confirm student's EOC scores.





Student Name: \_\_\_\_\_

OneApp ID: \_\_\_\_\_

Today's Date: \_\_\_\_\_

# Request for an Expulsion Appeal

## Student Hearing Office

**14-15 School Year**

*This is to be completed by the student, parent / guardian, or representative.*

### A. Student Information

Student School		OneApp ID	Grade
_____		_____	_____
Student First Name	Student Last Name	Date of birth	
_____	_____	mm / dd / yyyy	
Race (Optional)	Gender:		<input type="checkbox"/> Male
_____			<input type="checkbox"/> Female
Address	Apt #	City	State Zip Code
_____	_____	_____	_____
Parent/Guardian First Name	Parent/Guardian Last Name	Relationship to Student	
_____	_____	_____	
Primary Contact Number	Secondary Contact Number	Parent/Guardian Email Address	
( ) -	( ) -	_____	
Does student receive IEP / 504 services?		<input type="checkbox"/> IEP	<input type="checkbox"/> 504 Plan <input type="checkbox"/> No Services
If Yes, please indicate student's primary exceptionality: _____			

### B. Reason for Hearing and Decision

Offense or Behavior	Date of Incident (if applicable)
_____	mm / dd / yyyy
Decision of Hearing	Date of Hearing
_____	mm / dd / yyyy

### C. Reason for Appeal

*Please provide more detail on why you are appealing the Expulsion Hearing decision. Please attach additional pages if necessary.*

### D. Signatures

Parent / Guardian (student may sign on his / her own behalf if 18 years of age or older)	Date
_____	mm / dd / yyyy
Advocate / Representative (if applicable)	Date
_____	mm / dd / yyyy