

Student Discipline
(Remedial Discipline Plans)

The following guidelines are for staff members who have employed practical option(s) in dealing with a student disruptive to any school activity (including but not limited to those occurring in the classroom, on school grounds, in school vehicles or at school activities or events, that is determined to be repetitious, willful or overt). For purposes of these policies, references to the “Principal” or “disciplinary officer” shall imply any staff member functioning in that capacity.

The term “disruption” includes but is not limited to the following willful or reckless conduct that causes disorder.

- A. Making coarse, vulgar or obviously offensive utterances, gestures, or display,
- B. Abusing, harassing or threatening another person in an obviously offensive manner,
- C. Making unreasonably loud or offensive noises,
- D. Violating any TPCA Board policy governing student conduct.

Staff members must refer incidents of disruptive behavior to the Principal.

I. First Strike

- A. The disciplinary officer and student shall contact the parent/guardian either by telephone or in person to discuss the nature of the incident. At the Principal’s option, the student may be withheld from class. The disciplinary officer shall then prepare a brief written summary of the conference. The parent/guardian may, on request, be given a copy of the summary to be placed in the student’s discipline file. The student and/or parent/guardian may submit a written response to the incident report which shall be attached to that summary.
- B. Furthermore, the referring staff member shall write a discipline report that day which shall include notification of the incidents and corrective measure(s) required. This report shall be signed by the staff member and Principal, given to the student and returned signed by the parent/guardian the next school day.

II. Second Strike

- A. The disciplinary officer shall document any attempt to contact the parent/guardian either by telephone or in person (together with the student when practicable). The objective is to discuss the nature of the incident and schedule an appointment to meet with the parent in person within three school days. At the Principal’s option, the student may be suspended from school. The disciplinary officer shall then prepare a brief written summary of the conference. The parent/guardian may, on request, be given a copy of the summary to

be placed in the student's discipline file. The student and/or parent/guardian may submit a written response to the incident report which shall be attached to that summary.

- B. Furthermore, the disciplinary officer shall arrange a meeting with the student, parent/guardian and staff member to accomplish the following:
 - 1. to address the reasons for the student's disruptive behavior,
 - 2. to cooperatively establish goals, objectives and time lines to modify such behavior
 - 3. to notify the student and parent/guardian that a third offense shall result in the student being considered "habitually disruptive" and grounds for mandatory suspension or more severe consequences.
 - C. The disciplinary officer shall produce a remedial Discipline Plan as follows:
 - 1. establish goals, objectives and time lines to modify behavior,
 - 2. contractually bind the student and parent (signed and returned by the student, parent/guardian, Principal and staff member no later than the next school day),
 - 3. detail consequences of plan violations, including suspension/dismissal,
 - 4. give the parent/guardian a copy of the plan,
 - 5. place the plan in the student's discipline file.
- III. Third Strike: At this point the student is declared "habitually disruptive" and subject to suspension or dismissal per policies: T-JKD/JKE, T-JKD/JKE-E & T-JKD/JKE-R

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CROSS REFS.: JK, Student Discipline

JK-R, Student Discipline (Remedial Discipline Plans)