



Administrative Guidelines

Department: Academics (OAAP)

Policy:

Topic: Chronic Disciplinary Student Act

Revised: September 2019

PROCEDURE

CHRONIC DISCIPLINARY STUDENT ACT PART I

1. The Chronic Disciplinary Problem Student Act requires us to identify students who exhibit behavior patterns that interfere with the learning process of other students and that are likely to recur. This definition, given to us by the State Legislature, should be interpreted to all faculties by principals to ensure that students who display either minimal or moderate behavior difficulties are not included in this process. Furthermore, the definition should be interpreted to all staffs to ensure that students who exhibit only infrequent patterns of behavior that causes disruptions are not included.
2. After a student has been identified as a chronic disciplinary problem student, the Act requires that the principal notify the student's parent or guardian of the disciplinary problems and invite such parent or guardian to observe the student in a classroom situation. A suggested letter for your use is attached.
3. The Act also requires at least one parent or guardian to be invited to attend the conference to devise a disciplinary and behavioral correction plan, hereafter referred to as the plan. The principal or designee and the parent or guardian should be present at the conference. The principal may also invite other appropriate staff members if he or she feels that it would be advisable to do so. If the parent or guardian fails to attend the conference, it will be the responsibility of the school personnel attending the conference to devise the plan for the student and to provide copies of that plan to both the parent or guardian and the student.
4. Principals may make the choice of using the established SST process to accomplish the requirement of the Act concerning observation of the student and the development of the plan.

CHRONIC DISCIPLINARY STUDENT ACT PART II

1. The Act requires schools to request that at least one parent or guardian attend a conference with the principal or designee after any chronic disciplinary student has been suspended or expelled from school. This requirement is in force irrespective of the length of suspension or expulsion and whether the student is a regular education or special education student. Requests for a parental conference should be worked into the established suspension/expulsion letter procedures used by each school in our system.
2. At the conference following a student's suspension or expulsion, if a plan has not been previously developed, one should be devised concerning the student's behavior. This plan should specifically deal with the behavior for which the student was suspended or expelled but it should also deal with any other unacceptable behaviors displayed by the student prior to the suspension or expulsion.
3. Failure of the parent or guardian to attend the conference does not constitute grounds for lengthening the student's suspension or expulsion or failing to readmit him or her to school. Furthermore, the principal shall ensure that even in the absence of a parent or guardian, an appropriate plan is written and that a copy of the plan is provided to the parent or guardian and the student.
4. The principal shall ensure that a notation of the conference, with specific documentation as to whether the parent/guardian was present, is placed in the student's permanent file. However, the suspension letter itself should not be placed in the student's permanent file.
5. Students who continue to violate the behavior code after the implementation of a behavior management plan should be referred to a disciplinary tribunal with a recommendation for expulsion for a specified time.