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| TOPEKA PUBLIC SCHOOLS | REGULATION NUMBER: 8125-1 |
| SUBJECT: DISCIPLINE | DATE OF ISSUE: 06/18/80 <hr/> REVISIONS: 05/05/06; 08/07/09; 06/17/10 <hr/> PREPARING OFFICE: INSTRUCTION AND LEARNING |

I. PURPOSE:

To establish procedures for the implementation of the policy pertaining to the discipline of elementary and secondary students (regular term and summer sessions).

II. PROCEDURES:

Procedures to be followed with students who have school behavior problems that may lead to suspension or expulsion:

In cases involving school behavior problems, the procedures listed below are to be followed. These procedures are listed in sequence; however, occasionally the nature of the situation may be so disruptive that each successive step may not be appropriate or required. When such situation occurs, the student is to be referred immediately to a school administrator or the administrator's designated representative. Written records of all conferences and administrative actions must be maintained.

- A. At the first indication of a behavior problem, the teacher must arrange for a personal and private conference with the individual student.
- B. In the event that the behavior problem persists, the case must be referred to the associate principal, counselor, assistant principal, and/or principal of the appropriate school.
- C. The person to whom the student is referred shall schedule a conference endeavoring to resolve the behavior problem. Such a conference may include the student, the parent(s), or persons acting as parent(s) or guardian(s), teacher, counselor, a representative from special services, and the principal or the principal's duly authorized administrative representative.
- D. When results are unsatisfactory, a conference with the parent(s), or persons acting as parent(s) or guardian(s) of the student must be scheduled. The number of participants in the conference will, of course, vary with each case and be dependent upon the combined judgment of the school personnel involved in the conference.

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- E. It may be deemed necessary to adjust the student’s class schedule to secure more desirable behavior on the part of the student. Parent(s), or persons acting as parent(s) or guardian(s) will be notified when such action is taken.**
- F. When it is deemed appropriate, the principal or the principal’s designated representative should notify the parent(s), or persons acting as parent(s) or guardian(s), of the services available in the Special Services Department, including the services of the psychiatric consultant.**
- G. The principal or the principal’s designated representative should obtain written verification from the Shawnee Regional Prevention and Recovery Services, 2209 SW 29 Street, Topeka, KS 66611-1908, Telephone No. 266-8666, Fax No. 266-3833, or from the student’s privately obtained substance abuse specialist that any student returning to school from a suspension for substance abuse has had a consultation with them, as required by Section IX of Policy No. 8125.**
- H. Whenever a student under the age of 18 becomes so disruptive as to require his/her immediate removal from the school, the principal or his/her designee shall first contact the student’s parent(s), persons acting as parent(s) or guardian(s), or the person(s) listed on the Pupil Information Form (PIF) as “Emergency Name (person other than parent),” either by telephone or in person before taking the student home and leaving the student there.**
- I. Whenever a student under the age of 18 is transported by USD 501’s campus police officers to juvenile intake, the principal or his/her designee shall advise the student’s parent(s), persons acting as parent(s) or guardian(s), or the person(s) listed on the Pupil Information Form (PIF) as “Emergency Name (person other than parent),” either by telephone or in person. In the event that no such contact can be made, written notification shall be delivered to the student’s residence.**
- J. During any period of suspension or expulsion, students are not allowed on school grounds and are not allowed to participate in or observe any USD 501-sponsored activity, including sports events, theatrical performances and dances.**

III. FORMS

The forms attached to this regulation (A, B, C, D and E) shall be used to provide notice, as required by Kansas Law, to students and parents (or persons acting as parents) of proposed discipline or of disciplinary decisions by hearing officers.