
I. PURPOSE

Athlos Academy recognizes the right of any of its staff, students, parent/guardians or community members to file a formal grievance, only in cases where traditional methods of communication have failed to resolve an issue.

II. POLICY

- A. Grievances should first be expressed at the local level; through direct communication between the complainant and the person most able to resolve the issue (i.e. teacher, staff member, or administrator).
- B. If an issue is not satisfactorily resolved through direct communication the issue may be elevated to the attention of school administration by scheduling a meeting with the Lead School Administrator or designee through the front office.
 1. If a resolution cannot be reached between the complainant and the Lead School Administrator, the complainant may file a formal grievance.
 2. Athlos Academy's formal *Grievance Form* shall be completed and submitted to the front office within fourteen (14) days from the incident that resulted in the grievance.
 - a. The designated school administrator shall readdress the situation and send a written decision to the complainant within five (5) working days.
 - b. If the complainant is not satisfied with the administrative decision he/she may appeal to the Athlos Academy Governing Board.
 - c. All grievances must include a written record of all communications and administrative meetings.
 3. Issues escalated to the Athlos Academy Governing Board shall be addressed in compliance with Louisiana Open Meetings Law.

Legal References:

[La. R.S. §42:11](#) (*Open Meetings Law*)

I. PURPOSE

Athlos Academy has adopted a philosophy of Restorative Discipline based on the Athlos Performance Character Program.

II. DEFINITIONS

- A. Major Infraction: Negative behavior that is either chronic or severe, and is considered a Major infraction by the Lead School Administrator.
- B. Minor Infraction: Negative behavior that needs to be resolved, but that does not present a serious threat to the physical or emotional safety of students or staff may be considered a minor infraction.
- C. Restorative Discipline: Restorative disciplinary practices seek to prevent and to reduce disciplinary action by developing a school culture that supports respect, responsibility, and cooperation between all members of the school community.

III. POLICY

- A. Procedures Adoption and Training:
 - a. Disciplinary procedures will be developed and annually reviewed by the Lead School Administrator and must be aligned with restorative disciplinary practices, the Athlos Performance Character Program, La.R.S. 17:252, and La.R.S. 17:416.13 and ensure due process. Disciplinary procedures will include Positive Behavior Support Strategies;
 - b. Code of Student Conduct;
 - c. Plan for Keeping the School Safe and Drug Free;
 - d. Parental and Community Involvement Plan;
 - e. Inter-Agency Cooperation Details; and
 - f. Pre-Service and Ongoing Training Plan for Teachers.
- 2. All employees of Athlos Academy will participate in annual training regarding appropriate procedures for managing discipline in the classroom and common areas of the school and for escalating disciplinary issues to the level of either teachers or school administration. Teachers, principals, and administrators may, subject to any rules as may be adopted by the charter school, apply reasonable disciplinary and corrective measures to maintain order in the schools (refer to R.S. 17:416 and R.S. 17:223).

3. Parent/guardian(s) will be made aware of the expected conduct of students and the school's disciplinary policy and procedures each year, prior to the start of the school year via The Family Handbook.
4. Violations of school policies or procedures will typically result in discussion of the violation and a verbal warning.
5. Athlos Academy shall, however, impose more severe disciplinary sanctions for any Minor or Major infractions, including suspension or expulsion, if warranted by a student's misconduct.

B. Minor Infractions

1. Minor infractions include, but are not limited to:
 - a. Disruption of the learning process;
 - b. Interference with the orderly conduct of school; or
 - c. Infringement of the rights of others; or
 - d. Any action deemed to be a Minor infraction by school administration.
2. Minor infractions will be addressed by the most immediately involved school employees according to the procedures adopted by school administration.
 - a. Minor infractions will be communicated to parent/guardian(s) as needed, at the discretion of the teacher or school administrator.
 - b. Consequences may involve detention or suspension.
3. Minor infractions that become chronic or severe may be escalated to Major infractions; in such cases a Behavioral Intervention Plan will be documented by the appropriate school personnel and communicated to parent/guardian(s).

C. Major Infractions

1. Major infractions include, but are not limited to:
 - a. Aggressive physical behavior;
 - b. Chronic profanity;
 - c. Outward defiance of adults;
 - d. Inappropriate touching;
 - e. Violence;
 - f. Gang-related activity (see Student Policy 5503);
 - g. Weapon possession;
 - h. Drug use/possession;
 - i. Minor infractions that become chronic; or
 - j. Any other action deemed to be a Major infraction by school administration.
2. Consequences of Major infractions:
 - a. Major infractions will be immediately escalated to the level of designated school administration.
 - b. All students involved in the incident will be removed from the classroom or playground immediately.

- c. An Incident Reporting form will be completed and parent/guardian(s) will be contacted as soon as it is safe to do so.
- d. Law enforcement may become involved if the incident is a crime or if the Lead School Administrator determines a need for such involvement.
- e. Major infractions may result in in-school suspension, out-of-school suspension, or expulsion as further detailed in the school's Student Policy 5507.

D. Discipline for Special Education:

- 1. If any student involved in an incident receives special population services (IEP, 504, ELL), the employee assigned to oversee those services may be asked to collaborate with colleagues to determine if the student has a Behavior Intervention Plan or BIP.
 - a. Students on a BIP may require a different set of consequences than the general student population.
 - b. Incidents involving exceptional students may or may not require a manifestation determination evaluation.
- 2. Parent/guardian(s) wishing to appeal a disciplinary decision made by the Lead School Administrator may do so by following the procedures outlined in the Student Policy 5501.

Legal References:

[La. Rev. Stat. §17:223 et seq. \(Discipline of pupils\)](#) [Communication and Grievance Policy 550 1](#)

[La. Rev. Stat. §17:416 \(Discipline of students\)](#) [Gang Prevention and Intervention Policy 5503](#)

[La. Rev. Stat. §17:252 \(Master Plans for Behavior\)](#) [Suspension or Expulsion Policy 5507](#)

[Incident Reporting Form](#)



Parental Notification of Certain Incidents Policy

Student Policy 5504

Approved: 11/2/2016

Revised: 2/4/2026_

I. PURPOSE

This policy is necessary for establishing the certain instances in which Athlos Academy of Jefferson Parish must notify parent/guardian(s) of incidents concerning their children.

II. POLICY

- A. Athlos Academy of Jefferson Parish shall notify the parent/guardian(s) of each student involved in:
 - 1. Incidents of bullying, cyber-bullying, harassment, hazing, or retaliation; and
 - 2. Incidents requiring law enforcement involvement.
- B. Athlos Academy of Jefferson Parish shall produce and maintain a record that verifies that the parent/guardian(s) of the student(s) involved in the incident(s) was notified.
- C. The disclosure of records associated with this notification shall be handled in accordance with *Policy 5105 – Student Record Protection*.
- D. At the request of a parent/guardian, Athlos Academy of Jefferson Parish may provide information and make recommendations related to an incident.

Legal References:

[LA. R.S. 17:416.13](#) (*Student code of conduct; requirement; bullying; prohibition; notice; reporting; accountability*)

I. PURPOSE

The purpose of this policy is to demonstrate Athlos Academy of Jefferson Parish's policy of enforcing a strict prohibition of corporal punishment as a disciplinary method.

II. POLICY

- A. Athlos Academy of Jefferson Parish does not condone corporal punishment as a disciplinary method.
- B. Teachers are not allowed, under any circumstances, to physically harm or handle a student as a disciplinary measure.
 - 1. Reasonable physical restraint or force is acceptable in cases where student or teacher safety is at risk.
- C. In lieu of physical discipline, teachers will follow the school's *Discipline Policy 5502* to appropriately redirect or reprimand a student's unwanted behavior.
- D. School personnel who violate the provisions of this policy shall be subject to disciplinary action as appropriate.

Legal References:

[LA. R.S. 17:223](#) (*Discipline of pupils*)

Related Documents:

Discipline Policy 5502

I. PURPOSE

Athlos Academy of Jefferson Parish strives to maintain a safe and healthful environment for students by prohibiting the use of drugs, alcohol, tobacco, toxic substances, controlled substances without a physician's prescription, and weapons. It shall be a violation of this policy for any student to use or possess any type of drugs, alcohol, tobacco, weapon, or drug paraphernalia at Athlos Academy of Jefferson Parish, and any reasonable suspicion merits grounds for a search and seizure.

II. DEFINITIONS

- A. Reasonable Suspicion: Arises when the facts surrounding the incident or suspicion could cause another person in the same situation to suspect the student of possession or use of controlled substances without a physician's prescription or an item that is traditionally defined as a weapon or intended to be used as a weapon, as well as any paraphernalia associated with controlled substances.

III. POLICY

- A. This policy extends to all school facilities and includes all school property, including school lockers, cubbies and desks, and all off-campus events sponsored by the school. Any teacher, principal, school security guard, or administrator may search any building, desk, locker, area, or school grounds for evidence that the law, a school rule, or parish or city school board policy has been violated.
- B. Students, parent/guardians, and school employees shall be notified in writing at the beginning of each school year of the Governing Board's authority to conduct unannounced searches of students, lockers, automobiles, school employees, and any other person or object on school property and at school sponsored events.
- C. Qualifications for a Search and Seizure:
1. Use of controlled substances, toxic substances, and/or alcohol before, during, or after school hours, at school or in any location in which a school-related activity is held is prohibited.
 2. Paraphernalia associated with controlled substances is prohibited on school grounds.

3. Clothing and accessories that promote or advertise controlled substances are banned by the student dress code.

4. The appropriate school administrator must have “reasonable suspicion” that the search will reveal evidence that the student has violated the law, a school rule, or a school board policy and the scope of search must be deemed “reasonable.”

D. Search and Seizure Protocol:

1. School officials may inspect the interiors of lockers, cubbies, and desks for any reason at any time, without notice, without student consent, and without a search warrant.
2. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules.
3. A search consists of the student emptying the item(s) being searched under observation.
 - a. A search may involve any student’s personal possession, cubby, locker, electronic device, and may include asking a student to empty his/her pockets;
 - b. If the student is non-compliant, employees may empty the item(s) being searched; and c. Gloves are advised.
4. For searches of a student’s person, a search shall be conducted by at least two school employees, in private, and be conducted by an employee of the same sex as the student.
 - a. The teacher, principal, school security guard, or administrator may search the person of a student or his personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, a school rule, or a school board policy. Such a search shall be conducted in a manner that is reasonably related to the purpose of the search and not excessively intrusive in light of the age or sex of the student and the nature of the suspected offense.
5. Law enforcement may be involved if a student is in possession of illegal substances, has intent to use legal substances dangerously (i.e. prescription drugs or common chemicals), or if school administration otherwise deems it necessary.
6. Found materials that require retention shall be secured in a room to which no individuals shall have access without the presence of another staff member in order to prevent the destruction, alteration, or disappearance of the materials.

7. Materials that law enforcement advises administration may be disposed of are to be disposed of according to any hazardous materials regulations and in such a manner that students are unlikely to find and recover the materials.
8. An employee who violates the provisions of this policy shall be subject to disciplinary procedures up to and including termination.

E. The appropriate school administrator is responsible for the prompt and thorough recording in writing of each search.

1. All documentation of the search must be kept strictly confidential to protect the student's privacy.
2. Parent/guardian notification is not required before a search is conducted, although it is suggested.

F. Personal Devices:

1. No student shall possess, on their person, an electronic telecommunication device throughout the instructional day. If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof during an instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day. These provisions are not applicable to a student whose Individualized Education Program, Individualized Accommodation Plan, Section 504 Plan, or Individualized Health Plan requires the student's use of an electronic telecommunication device.
2. A violation of the provisions of this Section may be grounds for disciplinary action by the school system, including but not limited to confiscation of the device or suspension from school.
3. Nothing in this Section shall affect the conduct of law enforcement activities including the use of electronic detection devices, dogs, or other means of conducting searches for weapons, drugs, or other contraband in whatever manner is otherwise permitted by law and consistent with local school board policy.

4. Nothing in this Section shall prohibit the use and operation by any person, including students, of any electronic telecommunication device described in this Section in the event of an emergency. Emergency means an actual or imminent threat to public health or safety which may result in loss of life, injury, or property damage.

G. Consequences:

1. Any student found to be in possession of prohibited substances or items will be disciplined according to the school's *Discipline Policy 5502*.

Legal References:

[LA. R.S. 17:416.3](#) (*Search of students' persons, desks, lockers, other areas*)

Related Documents:

Discipline Policy 5502

Louisiana Handbook for School Administrators, Bulletin 741, [§1317](#)

Acts 1989, No. 526, §1; Acts 2003, No. 927, §1, eff. August 1, 2003; Acts 2024, No. 313, §1, eff. May 28, 2024.

PURPOSE

The purpose of this policy is to clearly establish Athlos Academy of Jefferson Parish's protocol for issuing student suspensions and expulsions.

DEFINITIONS

- A. In-School Suspension: As a result of chronic negative behavior, a student is removed from the classroom and spends the hours or days of suspension in another classroom under the supervision of a teacher, and is expected to complete all assigned work, for which they receive credit.
- B. Out-of-School Suspension: As a result of chronic negative behavior, a student is removed from the classroom and sent home.
 - 1. Out-of-school suspension may not exceed 10 consecutive days.
 - 2. Students must make up all academic work by a specified date for which they may receive full credit.
- C. Expulsion: The most severe consequence for a student's chronic negative behavior in which he/she is denied continued enrollment.
 - 1. Parent/guardian(s) shall be notified prior to the decision if possible, and given written notice of their right to appeal in the school's *Notice of Suspension or Expulsion*.
 - 2. A student may be expelled for up to 12 months unless otherwise specified under Louisiana Law.
 - 3. At the end of the expulsion period, a team shall meet to determine the most appropriate placement for that student which may include returning to the regular classroom, implementing a modified schedule, or choosing home school options.

POLICY

- A. Prior to implementing an Out-Of-School Suspension or Expulsion for repeated acts of disobedience, defiance of authority, or disruptive behaviors which are not of a violent nature, all students must be provided due process. In addition, good faith efforts shall be made to implement a remedial discipline plan that would allow the student to remain in school. These efforts include:

1. Alternatives to Out-of-School Suspension include procedures that allow a student to remain in school under an in-school suspension program.
 2. Temporary removal from class for at least thirty minutes if the student is in Kindergarten through sixth grade or removal for the entire class period if the student is in seventh or eighth grade.
 - a. Parent/guardians must be informed through either oral or written notification if their child is removed from class.
 3. Documentation of positive motivation and providing incentives to students that:
 - a. Directly and regularly reward or recognize appropriate behavior;
 - b. Impose immediate and direct consequences on students who fail to comply with school standards of conduct; and
 - c. Keep the students in school, or otherwise continue student learning with appropriate supervision or accountability.
- B. In the event of a student's suspension or expulsion, the parent/guardian(s) of the student must be notified by Athlos Academy of Jefferson Parish without delay by means of the *Notice of Suspension or Expulsion*, to be sent via certified mail.
1. The notice shall include:
 - a. The grounds for the suspension or expulsion;
 - b. The period of time for which the student will be suspended or expelled;
 - c. A brief statement of facts;
 - d. The time and place for the parent/guardian(s) to meet with Athlos Academy of Jefferson Parish personnel to review the suspension or expulsion; and
 - e. In the case of an expulsion, the time and place of the expulsion hearing outlined in section F.2.
 2. In accordance with state law:
 - a. A student who is subject to an Out-of-School Suspension for ten days or fewer shall be assigned school work missed while suspended and shall receive partial or full credit for work as determined by the Lead School Administrator or designed, upon recommendation of the student's teacher.

- b. A student subject to an Out-of-School Suspension for ten or more consecutive school days will be assigned an alternative educational setting in accordance with LA. R.S. §17:416.1.
- c. It is recommended that a student not be suspended for more than 12 months.

C. A student enrolled in grades prekindergarten through five shall not be suspended or expelled from school or suspended from riding on any school bus for a uniform violation unless said offense is for willful disregard of school policies.

D. After notification of an Out-of-School Suspension, Athlos Academy of Jefferson Parish shall follow this procedure:

- 3. The student will be permitted to defend his/her actions prior to the Out-of-School Suspension.
- 4. All communication between the student and the school administrators/teachers regarding the disciplinary action will be documented.
- 5. An alternate education plan for the student will be provided if the Out-of-School Suspension is longer than 10 days.
- 6. The student and the student's parent/guardian(s) must attend the re-admittance meeting with school administration before returning to school.

E. Out-of-School Suspension of Students with Disabilities:

- 7. When a student with disabilities has been subject to an Out-of-School Suspension for more than 5 consecutive school days or 10 cumulative school days in the same school year, and that suspension does not evolve into expulsion, the child's IEP team shall meet and determine if the child needs other services in order to participate in the general curriculum, albeit in an individualized education setting.

F. Weapons Policy:

1. If a student brings a real or look-alike weapon, explosive, or flammable material to school, the student responsible shall be subject to an Out-of-School Suspension immediately. Disciplinary action may be modified by the Lead School Administrator up to and including expulsion on a case-by-case basis, within 10 days of the incident.

G. Recommendation for Expulsion:

- 1. The School leader shall consider the Athlos Academy Discipline procedures and La. R.S. 17:416(B) and (D) when determining whether or not to recommend a student for expulsion

2. Prior to expulsion, a hearing will be held by the Governing Board or its designee pursuant to La. R.S. 17:416(C);
 - a. At said hearing, the principal or teacher concerned may be represented by any person appointed by the superintendent.
 - b. The concerned teacher shall be permitted to attend such hearing and shall be permitted to present information the teacher believes relevant.
 - c. At such hearing the student may be represented by any person of his choice and is entitled to due process.
 - d. Until such hearing takes place the student shall remain suspended from the school.
 - e. Upon the conclusion of the hearing and upon a finding that the student is guilty of conduct warranting expulsion, the Governing Board shall determine the length of expulsion pursuant to the guidelines outlined in La. R.S. 17:416(C)(2) and (3).

H. In cases of expulsion:

1. Athlos Academy of Jefferson Parish must provide an alternative educational placement that meets the requirements of La. R.S. 416.2 for every expelled student during the expulsion period; and
2. The student shall appear before Athlos Academy of Jefferson Parish's Governing Board prior to his/her reinstatement, at which point the Governing Board shall determine:
 - a. The conditions that must be met by the student and the student's parent/guardian(s) for the student to return to school; and
 - b. If it would be better for the student to be placed on probation in a regular or alternative school setting.

I. Appeal Process:

3. Members in the hearing committee will include 2 members of admin, Dean, Counselor, ESS Coordinator when appropriate
4. The hearing officer is the CEO
5. Parents have a right to bring in an advocate in cases of expulsion
6. Parents must notify an administrator in writing for an appeal and request for full hearing within 5 days
7. Students remain in school until hearing

8. If SPED, include IEP team in hearing and go through NDR process

9. Hearing is conducted within 15 school days

J. Athlos Academy of Jefferson Parish shall maintain a record of all suspended or expelled students and a notation of the recorded suspension or expulsion shall be attached to the individual student's transcript.

Legal References:

[La. Rev. Stat. §17:416](#) (*Discipline of students*)

[La. Rev. Stat. §17:416.1](#) (*Discipline of students*)

[La. Rev. Stat. §17:416.2](#) (*Supervision of suspended students*)

Related Documents:

[Notice of Suspension or Expulsion](#)

[Discipline Policy 5502](#)

I. PURPOSE

The purpose of this policy is to ensure a safe school environment for students, school personnel, and the public.

II. DEFINITIONS

A. A dangerous weapon means any gas, liquid, or other substance or instrumentality, which in the manner used, is likely to produce death or great bodily harm.

B. School Location includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. Possession means having a weapon on one's person or in an area subject to one's control in a school location.

III. POLICY

A. No student or nonstudent, including adults and visitors, shall possess, use or distribute a dangerous weapon when in a school location except as provided in this policy. B. Firearm-Free Zone:

1. A "firearm-free zone" is an area inclusive of any school campus and within one thousand feet of any such school campus, and within a school bus, wherein the possession of firearms is prohibited, except as specifically set forth in R.S. 14:95.6(B) and R.S. 14:95.2(C)
2. Exceptions include, but are not limited to:
 - a. A federal law enforcement officer or a Louisiana-commissioned state or local Post Certified law enforcement officer who is authorized to carry a firearm.
 - b. A school official or employee acting during the normal course of his employment or a student acting under the direction of such school official or employee.
 - c. Any person having the written permission of the principal or as provided in R.S.

17:3361.1.

d. The possession of a firearm in accordance with a concealed handgun permit issued pursuant to R.S. 40:1379.1 or 1379.3.

e. Any constitutionally protected activity which cannot be regulated by the state, such as a firearm contained entirely within a motor vehicle.

C. Any object in the form of a weapon, whether it be imitation, facsimile, or a toy, shall be banned from all school locations and activities.

1. The uninvited presence of an imitation, facsimile, or toy weapon on school campuses may cause confusion, fear, and disruption to the academic goals and educational process.

2. Any student violating this policy may be suspended for a duration as determined by the principal and/or recommended for expulsion.

D. Student Consequences:

1. If found in possession of a weapon, a student shall be immediately suspended out-of-school, shall have the weapon confiscated and parent/guardians and law enforcement shall be immediately notified.

2. Listed as a Major infraction in *Student Policy 5502*, any student who brings a weapon to school shall be expelled for a period of up to one year.

a. This consequence may be modified on a case-by-case basis, as determined by Athlos Academy of Jefferson Parish's Governing Board.

3. Should a student be expelled from Athlos Academy of Jefferson Parish and decide to transfer to another school after the period of expulsion end, the student's weapons violation shall be disclosed to the school in connection with the possible admission of the student.

E. Nonstudent Consequences

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location.

2. Depending on the circumstances, the person may be barred from future entry to school locations.

3. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
4. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

Legal References: 14:2, 14:95, 14:95.2, 14:95.6, 17:416, 17:416.3

Related Documents: [Discipline Policy 5502](#)