I. Summary of how to proceed with a suspension or expulsion in Louisiana

A. Procedure for Suspension or Recommended Expulsion at the School Level.

1. Requirements under La.R.S. 17:416

2. Initial Investigation of Misconduct
   
   ______ a) Discover the misconduct.
   ______ b) Gather any information or facts at the scene of the misconduct, if applicable.
   ______ c) Call the police, if applicable, for drugs, weapons and serious injuries.
   ______ d) Speak to any witnesses at the scene of the misconduct, if applicable.
   ______ e) Once it is reasonably determined that the student has committed some misconduct, bring the information, witnesses, and student to the office.
   ______ f) Obtain written statements from the witnesses, if appropriate. Have witnesses date and sign the statements.
   ______ g) Preserve all information in the best way possible.
   ______ h) Follow any other procedures outlined in the student handbook or any policy manual that are available.

3. Informal Conference with the student
   
   ______ a) Advise student of the particular misconduct.
   ______ b) Advise student of the basis for the accusation, including evidence, statements, and all facts.
   ______ c) Give the student an opportunity to explain his version of facts.
   ______ d) Contact parents (phone or certified letter) giving notice of suspension and, if applicable, the recommended expulsion and reasons, establishing a date and time of the readmission conference with the principal/designee when only a suspension.
   ______ e) Complete the forms for the suspension and, if applicable, a recommended expulsion and provide copies to the student and parents/guardians. If a recommended expulsion, forward to the Superintendent or designee for expulsion hearing.
   ______ f) Advise the student of the number of days of suspension from school.
   ______ g) Follow any other procedures outlined in the student handbook or any policy manual that are applicable.
4. Informal Parent Conference for Readmission After Suspension Hearing

______ a) Advise parents and student of particular misconduct.
______ b) Advise parents and student of basis for accusation, including evidence, statements, and all facts by providing a copy of the discipline form.
______ c) Allow student an opportunity to explain his version of facts and give student an opportunity to present his own defense against the charges and to produce either oral testimony, written affidavits or statements of witnesses on his behalf.
______ d) Allow parents to present any relevant information they have regarding the misconduct.
______ e) Provide notification of the right to appeal the suspension to the Superintendent or designee, who shall conduct a hearing. The decision of the Superintendent is final as to any suspension.
______ f) Follow any other procedures outlined in the student handbook or any policy manual that are applicable.