

## **CLASSROOM MANAGEMENT, CORRECTIVE ACTIONS OR PUNISHMENT**

All students shall submit to the reasonable rules of the district. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension or expulsion. Corrective action and/or punishment for misconduct must reflect good faith effort on the part of the staff. For the purposes of the district's policies relating to corrective action or punishment:

- A. "Expulsion" is the exclusion from school or individual classes for an indefinite period.
- B. "Suspension" is the exclusion from school, or individual classes for a specific period of time, after which the student has a right to return.
  - 1. A suspension is "short term" if it is for a period of 10 consecutive school days or less. Separate short-term suspensions shall not total more than 10 school days in a semester for any student in grades K-4. Separate short-term suspensions shall not total more than 15 days in a semester for a student in any other grade. Students' grades shall not be affected substantially as a result of a short-term suspension.
  - 2. Suspensions which exceed 10 consecutive school days are long-term suspensions.
- C. "Discipline" constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period, including exclusion from any other type of activity conducted by or for the district. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, so long as all required work is performed.

Prior to the imposition of a corrective action or punishment upon a special education student, the school principal and special education staff who have knowledge of the student's disability will determine if there is a causal relationship between the disability and the misconduct giving rise to the corrective action or punishment. When a relationship is found to exist, special education programming procedures shall be employed.

Once a student is expelled in compliance with district policy, the expulsion shall be brought to the attention of appropriate local and state authorities, including, but not limited to, the local juvenile authorities acting pursuant to the statutes dealing with the Basic Juvenile Court Act, in order that such authorities may address the student's educational needs.

No student shall be expelled, suspended, or disciplined in any manner for the performance of or failure to perform any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

The superintendent shall have the authority to discipline, suspend or expel students. The superintendent shall identify the conditions under which a teacher may exclude a student from his or her class and shall also designate which staff have the authority to initiate or to impose discipline, suspensions or expulsions.

Parents and students shall be given notice of the standard of conduct the district requires regarding drug and alcohol use, and a statement of the disciplinary sanctions for violations of that standard.

The school board is charged with hearing and deciding discipline grievances and appeals of short-term and long-term suspensions and expulsions.

**Rights, Responsibilities, and Authority of Certificated Staff**

Certificated staff shall share responsibility for supervising the behavior of students and for maintaining the standards of conduct which have been established.

Certificated staff shall have the right to:

- A. Expect students to comply with school rules.
- B. Develop and/or review building rules relating to student conduct and control at least once each year. Building rules shall be consistent with district rules relating to student conduct and control.
- C. Exclude a student from class for all or any portion of the period or for the balance of the school day, or up to the following two days, or until the teacher has conferred with the principal, whichever occurs first. Prior to excluding a student, the teacher shall have attempted one or more corrective actions. In no case shall an excluded student be returned for the balance of a period or up to the following two days without the consent of the teacher.
- D. Receive any complaint or grievance regarding corrective action or punishment of students. They shall be given the opportunity to present their version of the incident and to meet with the complaining party in the event that a conference is arranged.

Certificated staff shall have the responsibility to:

- A. (Principals shall) Distribute to students, parents and staff a publication defining the rights, responsibilities and corrective action or punishment relating to student behavior.
- B. Observe the rights of students.
- C. Enforce the rules of student conduct fairly, consistently, and without discrimination. Any infractions shall be reported orally and in writing to the principal as soon as possible regardless of any corrective actions taken by the teacher.
- D. Maintain good order in the classroom, in the hallways, and on the playgrounds or other common areas of the school, or while riding on school buses (field trip).
- E. Maintain accurate attendance records and report all cases of truancy.
- F. (Principals shall) Notify parents when students are suspended or expelled.

- G. Set an appropriate example of personal conduct and avoid statements which may be demeaning or personally offensive to any student or group of students.
- H. Meet with a parent(s) within five (5) school days upon request to hear a complaint regarding the use of classroom materials and/or teaching strategies that is being employed in the classroom.

Certificated staff shall have the authority to:

- A. Use such reasonable action as is necessary to protect himself/ herself, a student, or others from physical abuse or injury.
- B. Remove a student from a class session for sufficient cause.
- C. Detain a student after school with due consideration for bus transportation.
- D. (Principals shall) Impose suspension or expulsion when appropriate.

**Student Responsibilities**

All students shall conform to the standards set forth in this section. Acts of misconduct by a student on school premises (or in reasonable proximity thereto), off school premises at any school-sponsored activity, or while riding buses or other authorized transportation to or from school or a school-sponsored activity, shall constitute sufficient cause for discipline, suspension, or expulsion. Misconduct includes, but is not limited to, the following:

- 1. Use, possession, or distribution of any alcoholic beverage;
- 2. Use, possession, or distribution of any illegal chemical substance or opiate as defined in Chapter 69.50 RCW (including, without limitation, any narcotic drug, hallucinogenic substance, or marijuana, or any controlled substance not prescribed by a physician for such possessor or user);
- 3. Use, possession, or distribution of drug paraphernalia, intended or designed for use, storage, or distribution of any illegal chemical substance, opiate or controlled substance, except to the extent authorized by a physician for such possessor or user;
- 4. Abuse by inhalation, ingestion, or otherwise of any substance for its intoxicating effect;
- 5. Being under the influence of any intoxicant, including, but not limited to, an alcoholic beverage, illegal chemical substance, opiate, or controlled substance;
- 6. Use, possession, or distribution of tobacco or tobacco products;
- 7. Use, possession, or distribution of:
  - a. a gun,
  - b. a bomb or other explosive device or substance,
  - c. a weapon other than a firearm,
  - d. fireworks or other incendiary device,
  - e. any other dangerous object,
  - f. a look-a-like of any gun, bomb, or other weapon;
- 8. Threatening damage to persons or property from a bomb or other explosive device;
- 9. False activation of a fire alarm;
- 10. Tampering with a fire extinguisher;
- 11. Arson;

12. Damage or destruction to school property or to property belonging to another;
13. Theft of school property or of property belonging to another;
14. Any conduct which disrupts the educational process including, but not limited to, the use of abusive, foul, or insulting language to a teacher or other person within the educational setting;
15. Refusing to follow the reasonable directions of school administrators, teachers, or other staff members;
16. Refusing to identify oneself to the proper school authorities, upon request;
17. Use of obscene, vulgar, or profane language, gestures, or materials;
18. Assault of another student, staff member, or other person;
19. Participation in a fight with another student or other person;
20. Engaging in threats, verbal abuse, or fighting words;
21. Harassment including, but not limited to, the intimidation of another student or staff member, or any other malicious act which may harm the physical or mental health of another;
22. Extortion or intimidation of another student or staff member;
23. Cheating;
24. Trespass: presence in an unauthorized place or at an unauthorized time;
25. The commission of any criminal act as defined by law;
26. Truancy, unauthorized absence from class, or repeated tardiness;
27. Violation of building rules which have been promulgated to the students attending that school including, but not limited to, dress and appearance standards;
28. Use or possession of laser pointers;
29. Participation in gang activity or association including, but not limited to, intimidating or coercive activities and placing gang graffiti or symbols on papers, books, clothing, or any school property.
30. Cyberspace bullying, harassment, threats, profane, lewd, and obscene language, conduct or images are prohibited in e-mail, text messaging, and other electronic communications.

### **Student Discipline**

The methods employed in enforcing the rules of the school involve professional judgment. Such judgment should be:

1. Consistent from day to day and student to student,
2. Balanced against the severity of the misconduct,
3. Appropriate to the student's nature and prior behavior,
4. Fair to the student, parent, and others, and
5. Effective.

Since these criteria may be in conflict, established procedures must be followed in correcting misbehavior. Appeal procedures have been established in order to provide for an opportunity for every corrective action or punishment to be reviewed by someone in authority and to instill confidence among students and parents as to the essential fairness of staff.

In order to develop an environment conducive to learning, the principal shall confer with certificated staff at least once per year to develop and/or review rules of conduct to be employed in the school and corrective actions and punishment that may be employed in the event of rule infractions.

A teacher shall have the authority to exclude a student from his/her classroom for all or any part of the period or until the teacher has conferred with the principal, whichever occurs first. Prior to excluding a student, except in emergency circumstances, the teacher shall have attempted one or more corrective actions. In no case shall an excluded student be returned for the balance of a period without the consent of the teacher.

### **Detention**

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students after school hours on any given day with consideration for transportation home.

Preceding the assignment of such corrective action, the staff member shall inform the student of the nature of the offense charged and of the specific conduct which allegedly constitutes the violation. The student shall be afforded an opportunity to explain or justify his/her actions to the staff member.

Detention shall not begin until the parent has been notified (except in the case of the adult student) for the purpose of informing him/her of the basis and reason for the detention and to permit him/her to make arrangements for the necessary transportation of the student when he/she has been detained after school hours for corrective action.

Students detained for corrective action shall be under the direct supervision of the staff member or another member of the professional staff.

The principal shall be responsible for seeing that the time which the student spends for corrective action shall be used constructively.

### **In-School Suspension**

The board of directors supports efforts to bring about a positive learning climate in the school. The district strives to employ staff who are skilled in the most effective instructional techniques and who are sensitive to the unique needs of each individual student.

The need for order in the school and classroom is basic to learning. Rules are established to preserve the integrity of classroom and school in order to accomplish this need. Students who are in violation of school rules not only deprive themselves of the opportunity to learn but they interfere with the progress of others.

The district strives to maintain high standards of attendance. Students who are not in school are denied the opportunity to learn. Corrective actions including suspension and expulsion are reserved to those students who actively threaten other students, staff or the overall school environment.

The district, therefore, has created an in-school suspension program which temporarily removes the student from the regular environment but permits the student to maintain his/her educational progress.

Students who are assigned to in-school suspension are granted this opportunity as a privilege and are expected to comply with the expectations of staff. The superintendent shall establish guidelines for the operation of the in-school suspension program.

### **Appeal Process for Disciplinary Action**

Any parent or student who is aggrieved by the imposition of discipline shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.

The parent and student after exhausting this remedy shall have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon two (2) school business days' prior notice, shall have the right to present a written grievance to the school board during its next regular meeting, or at a meeting held within thirty (30) days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The school board shall notify the parent and student of its response to the grievance within ten (10) school business days after the date when the grievance was presented. The disciplinary action shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or school board elects to postpone such action.

### **Suspension or Expulsions**

The nature and circumstances of the student conduct violation must reasonably warrant a suspension or expulsion. As a general rule no student shall be suspended for a short or long term unless other forms of corrective action reasonably calculated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature.

However, a student may be suspended for exceptional misconduct, other than absenteeism, when such misconduct is of frequent occurrence or is serious in nature and/or is disruptive to the operation of the school. The superintendent, following consultation with a representative ad hoc citizens' committee, shall recommend for board approval, the nature and extent of the corrective actions and/or punishments which may be imposed as a consequence of exceptional misconduct. An exception may be granted by an administrator and/or hearing officer when warranted by extenuating circumstances. No student shall be suspended or expelled because of one or more unexcused absence(s) pursuant to Board Policy 3122 unless the school district has first imposed an alternative corrective action or punishment reasonably calculated to modify his or her conduct and, in addition:

- A. Provided notice to the student's parent(s) or guardian(s) or custodial parent(s) in writing in English or, if different, the primary language of the parent(s), guardian(s) or custodial parent(s) that the student has failed to attend school without valid justification, and by other means reasonably necessary to achieve notice of such fact;
- B. Scheduled a conference or conferences with the parent(s) or guardian(s) or custodial parent(s) and the student at a time and place reasonably convenient to all persons included to analyze the causes for the student's absence, the analysis to determine by appropriate means

whether the student should be made a focus of concern for placement in a special education or other special program designed for his/her educational success; and

- C. Taken steps to reduce the student's absence which include, where appropriate in the judgment of local school officials and, where possible, discussed with the student, parent(s), guardian(s) or custodial parent(s), adjustments of the student's school program or school or course assignment or assisting the student or parent to obtain supplementary services that might ameliorate the cause(s) for the student's absence from school.

### **Short-Term Suspension**

In the event the proposed corrective action of a student is to include the denial of the right of school attendance from any single class for three (3) to ten (10) school days or full schedule of classes for one (1) and to ten (10) school days, a conference shall first be conducted with the student as follows:

- A. An oral or written notice of the charges shall be provided to the student;
- B. An oral or written explanation of the evidence in support of the charges shall be provided to the student;
- C. An oral or written explanation of the suspension which may be imposed shall be provided to the student; and
- D. The student shall be provided the opportunity to present his/her explanation.

The parent of the student shall be notified of the reason for the suspension and the duration of the suspension orally or by U.S. mail as soon as reasonably possible. Any student subject to a short-term suspension shall be provided the opportunity upon return to make up assignments and tests if:

- A. Such assignments or tests have a substantial effect upon the student's semester grade or grades; or
- B. Failure to complete such assignments or tests would preclude the student from receiving credit for the course or courses.

### **Appeal Process for Short-Term Suspension**

Any parent or student who is aggrieved by the imposition of a short-term suspension shall have the right to an informal conference with the principal for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by the principal and shall be entitled to question staff involved in the matter being grieved.

The parent and student after exhausting this remedy shall have the right, upon two (2) school business days' prior notice, to present a written and/or oral grievance to the superintendent. If the grievance is not resolved, the parent and student, upon two (2) school business days' prior notice, shall have the right to present a written grievance to the school board at its next regular meeting, or at a meeting held within thirty (30) days, whichever is earlier. A closed meeting may be held

for the purpose of considering the grievance. The school board shall notify the parent and student of its response to the grievance within ten (10) school business days after the date when the grievance was presented. The short-term suspension shall continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or school board elects to postpone such action.

### **Emergency Expulsion**

A student may be excluded from school prior to a hearing without other forms of corrective action if the principal reasonably believes the student is an immediate and continuing danger to himself/herself, other students, staff, or administrators or is a substantial disruption to the educational process of the district. Such emergency expulsion shall continue until the student is reinstated by the principal or until a fair hearing is held and a final determination reached. The hearing officer may continue the emergency expulsion if he/she finds that the student continues to present an immediate and continuing danger to himself/herself, other students, staff, or administrators or continues to cause a substantial disruption to the educational process of the district.

The provisions governing notice and hearing of regular long-term suspensions or expulsions shall apply except:

- A. Written notice of the emergency expulsion shall be sent by certified letter deposited in the U.S. mail within twenty-four (24) hours of the expulsion or by hand delivery to the student's parent(s) or guardian(s) within twenty-four (24) hours of the expulsion and documenting delivery by obtaining his or her signature acknowledging receipt or the written certification of the person making the delivery;
- B. The parent and student shall have ten school business days after receipt of the notice during which to request a hearing. A schedule of "school business days" potentially applicable to the exercise of such hearing right should be included with the notice; and
- C. The hearing officer shall render the decision within one (1) school business day after the conclusion of the hearing.

### **Long-Term Suspensions or Expulsions**

A long-term suspension or expulsion may be imposed by the principal only after a fair hearing is made available to the affected student and parent. Written notice of the hearing shall be delivered to the parent and student by certified mail or in person. The notice shall be in the parent's primary language and shall supply:

1. The alleged misconduct and the school rules alleged to have been violated,
2. The recommended corrective action or punishment,
3. The right to a hearing,
4. The notice that if a written request for a hearing is not received by the staff member named in the notice within three (3) school business days after the notice is received, the hearing shall be waived and the recommended corrective action or punishment shall take effect, and
5. The date by which the request for a hearing must be received.

If a hearing is requested, the superintendent shall schedule the matter for a hearing within three (3) school business days of such request.

The parent and student and the district or representatives shall be permitted to inspect in advance of such hearing any affidavits or exhibits which are to be submitted at the hearing. The parent and student shall have the opportunity to be represented by counsel, to explain the alleged misconduct and to present affidavits, exhibits, and such witnesses as desired, as well as the opportunity to question witnesses.

The hearing shall be conducted before a hearing officer appointed by the superintendent. Such hearing officer shall not be a witness and shall determine the facts of each case solely on the evidence presented at the hearing. The hearing officer shall state in writing the findings as to the facts, conclusions and disposition to be made. The decision shall be provided to the parent and student or counsel.

### **Appeal Process for Long-Term Suspension or Expulsion**

If a long-term suspension or expulsion is imposed, the parent and student shall have the right to appeal the hearing officer's decision by filing a written notice of appeal at the office of the hearing officer within three (3) school business days after the date of receipt of the decision. The school board shall schedule and hold a meeting to informally review the matter within ten (10) school business days from receipt of such appeal. The purpose of the meeting shall be to confer with the parties in order to decide upon the most appropriate means of handling the appeal. At that time the student, parent, and/or attorney shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the school board deems reasonable. Prior to adjournment, the school board shall agree to one of the following procedures:

- A. Study the hearing record or other materials submitted and record its findings within ten (10) school business days;
- B. Schedule and hold a special meeting to hear further arguments on the case and record its findings within fifteen (15) school business days; or
- C. Hear and try the case de novo before the school board within ten (10) school business days.

Any decision by the school board to impose or to affirm, reverse or modify the imposition of suspension or expulsion upon a student shall be made only by:

- A. Those school board members who have heard or read the evidence,
- B. Those school board members who have not acted as a witness in the matter, and
- C. A majority vote at a meeting at which a quorum of the school board is present.

Within thirty (30) days of receipt of the school board's final decision, any parent and student desiring to appeal any action upon the part of the school board regarding the suspension or



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Legal References:	RCW 9.41.280	Possessing dangerous weapons on school facilities -- Penalty -- Exceptions.
	RCW 9A.16.100	Use of force on children -- Policy -- Actions presumed unreasonable.
	RCW 28A.225.020	School's duties upon child's failure to attend school.
	RCW 28A.225.030	Petition to juvenile court for violations by a parent or child -- School district responsibilities.
	RCW 28A.400.110	Principal to assure appropriate student discipline -- Building discipline standards -- Classes to improve classroom management skills.
	RCW 28A.600.010	Enforcement of rules of conduct -- Due process guarantees -- Computation of days for short-term and long-term suspensions.
	RCW 28A.600.020	Exclusion of student from classroom -- Written disciplinary procedures -- Long-term suspension or expulsion.
	RCW 28A.600.040	Pupils to comply with rules and regulations.
	RCW 28A.600.420	Firearms on school premises, transportation, or facilities -- Penalty -- Exemptions.
	WAC 392-400-205	Definitions.
	WAC 392-400-235	Discipline -- Conditions and limitations.
	WAC 392-400-240	Discipline -- Grievance procedure.
	WAC 392-400-245	Short-term suspension -- Conditions and limitations.
	WAC 392-400-250	Short-term suspensions -- Prior conference required -- Notice to parent.
	WAC 392-400-255	Short-term suspension -- Grievance procedure.
	WAC 392-400-260	Long-term suspension -- Conditions and limitations.
	WAC 392-400-265	Long-term suspension -- Notice of hearing -- Waiver of hearing.
	WAC 392-400-270	Long-term suspension -- Pre-hearing and hearing process.
	WAC 392-400-280	Expulsion -- Notice of hearing -- Waiver of hearing.
	WAC 392-400-285	Expulsion -- Pre-hearing and hearing process.
	WAC 392-400-290	Emergency removal from a class, subject, or activity.
	WAC 392-400-295	Emergency expulsion -- Limitations.
	WAC 392-400-300	Emergency expulsion -- Notice of hearing -- Waiver of hearing right.
	WAC 392-400-305	Emergency expulsion -- Pre-hearing and hearing process.
	WAC 392-400-310	Appeals -- Long-term suspension and expulsion.

WAC 392-400-315	Appeals -- Hearing before school board or disciplinary appeal council -- Procedures.
WAC 392-400-317	Appeals -- Discipline and short-term suspension grievances.
WAC 392-400-320	School board or disciplinary appeal council decisions.
P.L. 101-226	Drug-Free Schools and Communities Act of 1986

Revised: January 24, 2008

Revised: September 8, 2005

Revised: August 24, 2000

3000 Series Revised and Adopted June 24, 1999

North Kitsap School District