

# White Pass School District No. 303

White Pass Jr. /Sr. High School  
516 Silverbrook Rd.  
Randle, WA 98377  
(360) 497-5816



White Pass Elementary School  
127 Kindle Rd.  
Randle, WA 98377  
360/497-7300

Home of the Panthers  
Preparing Students Today For Tomorrow  
District Office: PO Box 188, RANDLE, WASHINGTON 98377-0188

Policy No.3241  
Students

## Classroom Management, Corrective Actions Or Punishment

All students will follow the reasonable rules of the district. Refusal to comply with written rules and regulations established for the governing of the school will 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 will not total more than 10 school days in a semester for any student in grades K-4. Separate short-term suspensions will not total more than 15 days in a semester for a student in any other grade. Students' grades must 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 and exclusion from any other type of activity conducted by or for the district. Discipline will not adversely affect specific academic grade, subject, or graduation requirements, so long as all required work is performed.

The principal will notify special education staff of any suspensions to be imposed for a student who is currently eligible for special education services or those who might be deemed eligible for special education. To the extent that suspensions may cumulatively or consecutively exceed ten days, the principal will notify relevant special education staff so that the district can ensure that special education discipline procedures are in place, in addition to general education discipline procedures.

Once a student is expelled in compliance with district policy, the expulsion will 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 will 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 will have the authority to discipline, suspend or expel students. The superintendent will identify the conditions under which a teacher may exclude a student from his or her class and will also designate which staff have the authority to initiate or to impose discipline, suspensions or expulsions.

Principals will distribute to students, parents/guardians and staff a publication defining the rights, responsibilities and corrective action or punishment relating to student behavior.

Parents/guardians and students will 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.

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## Rights and Responsibilities of Certificated Staff

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

### Certificated staff will 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 will 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 2 days, or until the teacher has conferred with the principal, whichever occurs first. Prior to excluding a student, the teacher will have attempted one or more corrective actions. In no case will an excluded student be returned for the balance of a period or up to the following 2 days without the consent of the teacher;
- D. Receive any complaint or grievance regarding corrective action or punishment of students. Certificated staff will 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;
- E. Use such reasonable action as is necessary to protect himself/ herself, a student, or others from physical abuse or injury;
- F. Remove a student from a class session for sufficient cause; and
- G. Detain a student after school for up to \_\_\_\_\_ minutes (*insert number of minutes*) with due consideration for bus transportation.

### Certificated staff will have the responsibility to:

- A. Observe the rights of students;
- B. Enforce the rules of student conduct fairly, consistently, and without discrimination. Any infractions will be reported orally and in writing to the principal as soon as possible regardless of any corrective actions taken by the teacher;
- C. 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);
- D. Maintain accurate attendance records and report all cases of truancy;
- E. Set an appropriate example of personal conduct and avoid statements which may be demeaning or personally offensive to any student or group of students; and
- F. Meet with parent/guardians(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.

### Principals will:

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The White Pass School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: White Pass Superintendent, PO Box 188 Randle, WA 98377; (360) 497-3791 (Title IX/ Section 504/ ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642).

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- A. Impose suspension or expulsion when appropriate; and
- B. Notify parents/guardians when students are suspended or expelled.

## Student Discipline

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

- A. Consistent from day to day and student to student;
- B. Balanced against the severity of the misconduct;
- C. Appropriate to the student's nature and prior behavior;
- D. Fair to the student, parent/guardians, and others; and
- E. 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/guardians as to the essential fairness of staff.

In order to develop an environment conducive to learning, the principal will 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 will have the authority to exclude a student from his/her classroom pursuant to the provisions of Section 1.C of this policy.

### 1. Detention

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students after school hours for not more than \_\_\_\_\_ minutes on any given day.

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

Detention will not begin until the parent/guardians 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 will be under the direct supervision of the staff member or another member of the professional staff.

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

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## 2. In-School Suspension

The board 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 will establish guidelines for the operation of the in-school suspension program.

## 3. Appeal Process for Disciplinary Action

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

The parent/guardian and student after exhausting this remedy will have the right, upon 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/guardian and student, upon 2 school business days' prior notice, have the right to present a written grievance to the board during its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The board will notify the parent/guardian and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The disciplinary action will continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

## 4. Suspensions or Expulsions

The nature and circumstances of the student conduct violation must reasonably warrant a suspension or expulsion. As a general rule no student will be suspended for a short or long term

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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, will 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 will be suspended or expelled because of one or more unexcused absence(s) pursuant to Board Policy 3122.

## **5. 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 3 to 10 school days or full schedule of classes for 1 to 10 school days, a conference will first be conducted with the student as follows:

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

The parent/guardian of the student will 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 will 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.

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

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

The parent/guardian and student after exhausting this remedy will have the right, upon 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/guardian and student, upon 2 school business days' prior notice, will have the right to present a written grievance to the board at its next regular

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meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance. The board will notify the parent and student of its response to the grievance within 10 school business days after the date when the grievance was presented. The short-term suspension will continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

## **7. 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 will 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 will apply except:

- A. Written notice of the emergency expulsion will be sent by certified letter deposited in the U. S. mail within twenty-four hours of the expulsion or by hand delivery to the student's parent(s) or guardian(s) within twenty-four 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/guardian and student 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 will render the decision within 1 school business day after the conclusion of the hearing.

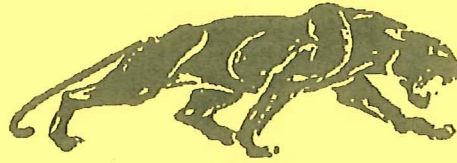
## **8. Long-Term Suspensions or Expulsions**

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/guardian. Written notice of the hearing will be delivered to the parent/guardian and student by certified mail or in person. The notice will be in the parent's or guardian's primary language and will 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 3 school business days after the notice is received, the hearing will be waived and the recommended corrective action or punishment will take effect, and (5) the date by which the request for a hearing must be received.

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

The parent/guardian and student and the district or representatives will be permitted to inspect in advance of such hearing any affidavits or exhibits which are to be submitted at the hearing. The parent/guardian and student will 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 will be conducted before a hearing officer appointed by the superintendent. Such hearing officer may not be a witness and will determine the facts of each case solely on the evidence presented at the hearing. The hearing officer will state in writing the findings as to the facts, conclusions and disposition to be made. The decision will be provided to the parent/guardian and student or counsel.

## 9. Appeal Process for Long-Term Suspension or Expulsion

If a long-term suspension or expulsion is imposed, the parent/guardian and student will 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 3 school business days after the date of receipt of the decision. The long term suspension or expulsion will be in effect while the appeal is pending. The board will schedule and hold a meeting to informally review the matter within 10 school business days from receipt of such appeal. The purpose of the meeting will 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/guardian, and/or counsel will be given the right to be heard and will be granted the opportunity to present such witnesses and testimony as the board deems reasonable. Prior to adjournment, the board will agree to one of the following procedures:

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

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

- A. Those board members who have heard or read the evidence;
- B. Those 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 board is present.

Within 30 days of receipt of the board final decision, any parent/guardian and student desiring to appeal any action upon the part of the board regarding the suspension or expulsion may serve a notice of appeal upon the board and file such notice with the superior court clerk of the county. Such notice will also set forth in a clear and concise manner the errors complained of.

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## 10. Emergency Removal

A student may be removed immediately from a class or subject by a teacher or administrator without other forms of corrective action and sent to the principal or a designated school official, without first attempting corrective action, provided that the teacher or administrator has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students or staff or an immediate and continuing threat of substantial disruption of the class, subject, or educational process of the student's school. The removal will continue only until:

- A. The danger or threat ceases; or
- B. The principal acts to impose discipline, impose a short-term or long-term suspension or expulsion or to impose an emergency expulsion.

The principal will meet with the student as soon as reasonably possible following the student's removal and take or initiate appropriate corrective action or punishment. In no case will the student's opportunity for such meeting be delayed beyond commencement of the next school day.

The teacher or administrator who removed the student will be notified of the action which has been taken or initiated.

## 11. Readmission Application Process

Any student who has been suspended or expelled will be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which he/she has been suspended/ expelled, the student will submit a written application to the principal, who will recommend admission or non-admission. If a student wishes admission to another school, he/she will submit the written application to the superintendent. The application will include:

- A. Reasons the student wants to return and why the request should be considered;
- B. Evidence which supports the request; and
- C. A supporting statement from the parent/guardian or others who may have assisted the student.

The superintendent will in writing advise the parent/guardian and student of the decision within seven (7) school days of the receipt of such application.

Cross References: Model Policy 2121  
Model Policy 2161  
  
Model Policy 3122  
Model Policy 3240

Substance Abuse Program  
Special Education and Related Services for  
Eligible Students  
Excused and Unexcused Absences  
Student Conduct



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Model Policy 3244  
Model Policy 3520  
Model Policy 4210

Prohibition of Corporal Punishment  
Student Fees, Fines, or Charges  
Regulation of Dangerous Weapons on School  
Premises

Legal References: RCW 9A.16.100  
RCW 9.41.280  
RCW 28A.225.020  
RCW 28A.225.030  
RCW 28A.400.110  
RCW 28A.600.010  
RCW 28A.600.020  
RCW 28A.600.040  
RCW 28A.600.420  
20 USC 7101 et. seq.  
WAC 392-400-205  
WAC 392-400-235  
WAC 392-400-240  
WAC 392-400-245  
WAC 392-400-250  
WAC 392-400-255  
WAC 392-400-260

Use of force on children — Policy — Actions  
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Possessing dangerous weapons on school  
facilities — Penalty — Exceptions  
School's duties upon child's failure to attend  
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Petition to juvenile court for violations by a  
parent or child — School district  
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Principal to assure appropriate student  
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— Classes to improve classroom  
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Exclusion of student from classroom —  
Written disciplinary procedures — Long-  
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Pupils to comply with rules and regulations  
Firearms on school premises, transportation, or  
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Definitions  
Discipline — Conditions and limitations  
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Short-term suspension — Conditions and  
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Short-term suspension — Grievance procedure  
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limitations

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WAC 392-400-265	Long-term suspension — Notice of hearing — Waiver of hearing
WAC 392-400-270	Long-term suspension — Prehearing and hearing process
WAC 392-400-280	Expulsion — Notice of hearing — Waiver of hearing
WAC 392-400-285	Expulsion — Prehearing and hearing process
WAC 392-400-290	Emergency removal from 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 — Prehearing 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

## Management Resources:

*Policy News*, June 2010

Students and Sexting

**Adoption Date:** 5/12/14

**School District Name:** White Pass School District

**Revised:** 10.01; 12.06; 12.11

**Classification:** Priority

Corrective Actions or Punishment

**1. Exceptional Misconduct**

The following guidelines are in effect for students to establish a range of corrective actions which may be imposed as a consequence of exceptional misconduct. An ad hoc committee and/or P.T.A. officers have met to define the areas of misconduct and the range of action to be taken. The appeal process for short and long-term suspensions shall remain in effect for short and long range suspensions imposed as a result of this procedure.

<b>Exceptional Misconduct</b>	<b>Range of Corrective Action</b>	<b>Action That May Be Taken</b>
Possessing and/or using alcohol, illegal chemical substances	Minimum	Short-term suspension, prosecution referral
	Maximum	Expulsion (90 day), prosecution referral
Threatening or verbal abuse, fighting or fighting words	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 day)
Setting fire or damaging school property devices	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 day)
Possessing and/or using weapons or explosive devices	Minimum	Expulsion for one calendar year, notification to law enforcement
	Maximum	Indefinite expulsion, notification to law enforcement
Possessing/Using tobacco products	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 day)
Disrupting the educational process	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 day)
Refusing to follow reasonable directions of staff	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 day)

## **2. In-School Suspension**

Guidelines for the in-school suspension program are as follows:

- A. A student who is afforded the opportunity to be assigned to the in-school suspension program as an option to suspension shall agree to the conditions specified by the school principal. Unless the student is of majority age, concurrence from the parent or guardian is necessary.
- B. The in-school suspension program is designed to encourage learning. Students will be expected to work on their classroom assignments at all times.
- C. Any act of inappropriate conduct may result in denial of this alternative to other corrective actions.
- D. A student shall remain isolated from other students throughout the school day and will be denied the opportunity of participating in any school activities while in the in-school suspension program.
- E. An assignment to the in-school suspension program shall not exceed five days. As such, the appeal process for a short-term suspension shall be in effect.
- F. The student shall develop a behavior contract while in the in-school suspension program. The student, his/her parent or guardian and a staff member shall sign the contract which defines the expected future behavior of the student.
- G. After a student is placed back into the regular classroom(s), the principal will monitor the student's progress on a daily basis. The student will be encouraged to maintain a relationship with the school counselor as a means of dealing with any problems that arise.
- H. Specific rules and building procedures shall be developed by the building principal.

## **3. Long-Term Suspension or Expulsion**

In the event a hearing is requested, the superintendent shall appoint the hearing officer, who may be any certificated staff member who is not involved in the incident giving rise to the hearing. The hearing officer shall:

- A. Schedule the hearing for a specified date, time, and place and may postpone the date and time and change the place for good cause or upon the mutual agreement of the parties;

- B. Give written notice of the date, time, and place of the hearing to the principal, and the parent and student;
- C. Answer any questions that the parent and student or counsel may have about the nature and conduct of the hearing;
- D. Conduct the hearing with full authority to control the conduct of all persons present, subject to the general directions of this procedural code, and to limit questioning that is unproductive or irrelevant. (The hearing officer may not provide testimony.);
- E. Write findings of fact and disposition of the case; and
- F. Transmit the written findings and disposition to the superintendent, the principal, and the parent and student within 5 school days after the hearing.

The parent and student may request an open or closed hearing. A closed hearing may be attended only by the hearing officer, principal, student, parent, and counsel. Witnesses should be present only when they are giving information. At times when the student's psychological or emotional problems are being discussed, he/she may be excluded at the discretion of the hearing officer with the concurrence of the parent and/or counsel. In an open hearing only those persons designated as witnesses shall have the right to speak.

At least 2 days before the hearing the principal shall make available in his/her office any exhibits, affidavits or the signed statements which are the basis for the alleged misconduct and the penalty suggested by the principal. These may be examined and copied by the parent and student or counsel. If the principal later receives any further information that shall be employed at the hearing, he/she shall notify the parties involved and make copies available before the hearing. The principal may request a similar opportunity to review exhibits or statements to be used by the parent and student or counsel.

Upon the request of the hearing officer, the parent and student or counsel, the principal shall submit to the hearing officer the student's cumulative record folder. If the principal or the hearing officer deems it necessary, the information contained in such records shall be explained and interpreted to the officer by a person trained in their use and interpretation. When the hearing officer determines that the alleged act of misconduct has been committed, the hearing officer shall reach a disposition of the case. The disposition need not be the action recommended by the principal but shall not exceed the penalty he/she recommends. The disposition should explain the reason for the particular decision. The decision shall be provided to the parent and student or counsel.

If the student is under an emergency expulsion, the hearing officer shall render his/her decision within 1 school business day of the conclusion of the hearing.

When students are charged with violating the same rule and have acted in concert and the facts are essentially the same for all students, a single hearing may be conducted for them if the hearing officer believes that the following conditions exist:

- A. A single hearing shall not likely result in confusion, and
- B. No student shall have his/her interest substantially prejudiced by a group hearing.

If the hearing officer finds that during the hearing a student's interests shall be substantially prejudiced by the group hearing, he/she may order a separate hearing for that student. The parent and student have the right to petition for an individual hearing.

Date: