

STUDENT SERVICES

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 ten (10) consecutive school days or less. Separate short-term suspensions shall not total more than ten (10) school days in a semester for any student in grades K-4. Separate short-term suspensions shall not total more than fifteen (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 ten (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 (other than weapons, drugs or items that threaten safety) 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. (refer to board policy 2161 for special education student's discipline procedures, pages 21 -26)

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

STUDENT SERVICES

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 Director of Student Services is charged with hearing and deciding discipline grievances, short term suspension grievances and hearings of Long Term Suspensions and Expulsions.

1. **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 school 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. Distribute to students, parents and staff a publication defining the rights, responsibilities and corrective action or punishment relating to student behavior. Principals have the ultimate responsibility for this.
- 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.

STUDENT SERVICES

- F. Notify parents when students are suspended or expelled. Principals have the ultimate responsibility for this.
- 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 for up to sixty (60) minutes with due consideration for bus transportation.
- I. Impose suspension or expulsion when appropriate. Principals have the ultimate responsibility for this.
- D.

2. 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, 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 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 pursuant to the provisions of Section 1.C of this policy.

STUDENT SERVICES

3. Detention

For minor infractions of school rules or regulations, or for minor misconduct, staff may detain students after school hours for not more than sixty (60) minutes on any given day.

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.

4. 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 threaten other students, staff or the overall school environment.

Should a school have the staffing to provide in-school suspension students who are assigned and permitted to maintain their educational progress through in-school suspension are expected to comply with all expectations of staff.

The superintendent shall establish guidelines for the operation of the in-school suspension program.

5. Grievance 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/principal's designee for the purpose of resolving the grievance. At such conference the student and parent shall be subject to questioning by

STUDENT SERVICES

the principal/principal's designee 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 Director of Student Services. If the grievance is not resolved, the parent and student, upon two (2) school business days prior notice, to present a written grievance to the Wenatchee School District Board of Directors at its next regular meeting or at a special meeting held within thirty (30) days, whichever is earlier. The 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/principal's designee, superintendent/superintendent's designee or board elects to postpone such action.

6. 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 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.

7. 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 two (2) to ten (10) school days or full schedule of classes for one (1) and to ten (10) consecutive 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.

STUDENT SERVICES

The parent of the student shall be notified of the reason for the suspension ~~and~~, the duration of the suspension, and their right to grievance 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.

8. Grievance 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/principal's designee for the purpose of resolving the grievance. At such conference the student and/or parent shall be subject to questioning by the principal/principal's designee and shall be entitled to question staff involved in the matter being grieved.

Upon request made within three (3) school days of being notified of the suspension the parent and student shall have the right, to present a written and/or oral grievance to the Director of Student Services. If the grievance is not resolved, the parent and student, upon two (2) school business days prior notice, to present a written grievance to the Wenatchee School District Board of Directors at its next regular meeting or at a special meeting held within thirty (30) days, whichever is earlier. The 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 board elects to postpone such action.

9. Emergency Expulsion

A student may be excluded from school prior to a hearing without other forms of corrective action if the principal/principal's designee 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/principal's designee or until a fair hearing is held and a final determination reached. The Director of Student Services 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:

STUDENT SERVICES

- A. Written notice of the emergency expulsion shall 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; (provided that notification is sent by mail reasonable attempts shall be made to contact by phone or person as soon as reasonably possible.)
- B. The parent and student shall have ten (10) 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 Director of Student Services shall render the decision within one (1) school business day after the conclusion of the hearing.

10. Long-Term Suspensions or Expulsions

- (A) Prior to a long-term suspension or expulsion of a student, a written notice of an opportunity for a formal hearing shall be delivered in person or by certified mail to the student and to the student's parents. The notice shall:
 - 1. If the student and/or the parents predominately speak a language other than English, be provided, to the extent feasible, in the predominant language of the student and or the parents.
 - 2. Specify the alleged misconduct and the school rule(s) alleged to have been violated,
 - 3. Set forth the recommended corrective action or punishment,
 - 4. Set forth the right to an informal hearing with the principal/or his or her designee, to review circumstance and consider changes in the action,
 - 5. Set forth the right to a formal hearing to be conducted by the Director of Student Services for the purposes of contesting the allegations,
 - 6. State that the written of oral request for the informal hearing must be received by the principal/or his or her designee, on or before the first school business day after receipt of the notice of the opportunity for a formal hearing.
 - 7. State that the written request for a formal hearing must be received by the Director of Student Services on or before the third school business day after receipt of the notice of opportunity for a formal hearing,
 - 8. State that if written request is not timely received for the informal meeting that the right to an informal meeting will be waived.
 - 9. State that if written request is not timely received for formal hearing that the right to a formal hearing will be waived and

STUDENT SERVICES

the recommended action shall continue in effect without any opportunity for the student and/or parents to contest the matter.

(B) It is encouraged that an informal meeting be conducted. However, and informal meeting is not required as part of the administrative process and a formal hearing if timely requested, may still be conducted even if the informal meeting is not requested by the student and/or the student's parents.

(C) If a request for an informal meeting is timely received by the principal or his or her designee, then the principal, or his or her designee, shall hold an informal meeting with the student and/or the student's parents on or before the next school business day after receipt of such request. The Principal, or his or her designee shall regulate the course of the informal meeting. The school personnel and/or witnesses are not required to attend the informal meeting. At the conclusion of the informal meeting the principal, or his or her designee, shall have the authority to impose, in his or her sole discretion, a lesser form of corrective action or punishment. In the event that: (1) the recommended corrective action or the punishment is reduced to either a short term suspension, in school suspension or discipline, and (2) a timely request for a formal hearing is received by the Director of Student Services, then the formal hearing, if any schedule, shall be cancelled and the student and /or the student's parents shall have the right to grieve the reduced corrective action or punishment pursuant to this Policy.

(D) If the request for a formal hearing is timely received by the Director of Student Services, then the Director of student Services shall schedule a formal hearing to commence within three school business days after the date upon which the request for hearing was received by the Director of Student Services.

(1) Except as otherwise provided, the Director of Student Services shall regulate the course of the formal hearing.

(2) At the formal hearing, the student and the student's parents shall have the right to:

(a) Upon request, inspect in advance of the formal hearing any documentary and other physical evidence which the District intends to introduce at the formal hearing,

(b) Be represented by legal counsel,

(c) Question and confront witnesses, unless a District witness does not appear and the nonappearance of the witness is excused by the Director of Student Services based upon evidence of good reason for doing so submitted by the District. The evidence submitted by the District must at a minimum establish either:

(i) That the District made a reasonable effort to produce the witness and is unable to do so, or,

(ii) If the witness is a student, that it is not advisable for the student witness to appear due to an expectation and fear on the part of the District personnel or the student witness of retaliation against

STUDENT SERVICES

the student witness if he or she appears as a witness.

(d) Present his or her explanation of the alleged misconduct, and

(e) Make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence.

(3) The Director of Student Services shall have the right to, upon request, inspect in advance of the formal hearing any documentary and other physical evidence which the student and/or the student's parents intend to introduce at the formal hearing.

(4) The Director of Student Services should not be a witness and the guilt or innocence of the student shall be determined solely on the basis of the evidence presented at the formal hearing. If it is necessary that the Director of Student Services be a witness at the formal hearing, the Superintendent shall designate an individual, other than the Director of Student Services, to regulate and hear the formal hearing. Such individual shall have the same power and obligation as stated herein for the Director of Students Services.

(5) Either a tape-recorded or verbatim record of the formal hearing shall be made. Upon request, a copy of the tape-recorded or verbatim record shall be provided to the student and/or parents.

(6) The Director of Student Services shall issue a written decision setting forth the findings of fact, conclusions, and the nature and duration of the expulsion, long-term suspension or lesser form of corrective action or punishment to be imposed, if any, shall be provided to the student's legal counsel or, if none, to the student and the student's parents no later than twenty (20) calendar days after the conclusion of the formal hearing. The written decision shall be personally served or provided by certified mail, return receipt requested.

11. 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 decision of the Director of Students Services by filing a written notice of appeal at the office of the Director of Student Services within three (3) business days after receipt of the decision. The long-term suspension or expulsion shall be in effect while the appeal is pending.

The School Board shall schedule and hold a meeting to informally review the matter within ten (10) school business days from the 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, or counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the board deems reasonable. Prior to adjournment, the board shall agree to one of the following procedures:

STUDENT SERVICES

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

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

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

Within thirty (30) days of receipt of the board's final decision, any parent and student desiring to appeal any action upon the part of the board regarding the suspension or expulsion may serve a notice of appeal to the Wenatchee School Board and file such notice with the superior court clerk of the county. Such notice shall also set forth in a clear and concise manner the errors complained of.

12. 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 shall 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 shall 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 shall the student's opportunity for such meeting be delayed beyond commencement of the next school day.

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

13. Readmission Application Process

Any student who has been suspended or expelled shall be allowed to make application for readmission at any time. If a student desires to be readmitted; the student shall submit a written application to the principal of the school to which they want to attend and to the Director of Students Services. The principal shall recommend admission or non-admission to the Director of Student Services. The application shall include:

STUDENT SERVICES

- 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 or others who may have assisted the student.

The Director of Student Services shall, in writing, advise the parent and student of the decision within seven (7) school days of the receipt of such application.

Cross References:	Board Policy 2161 3122 4210	Education of Students with Disabilities Excused and Unexcused Absences Regulation of Dangerous Weapons on School Premises
Legal References:	RCW 9A.16.100 9.41.280 28A.225.020 28A.225.030 28A.400.110 28A.600.010 28A.600.020 28A.600.040 28A.600.420	Use of force on children Possessing dangerous weapons on school facilities School's duties and juvenile's failure to attend school Petition to juvenile court to assume jurisdiction Principal to assure appropriate student discipline Government of schools, pupils, employees, rules and regulations for — Due process guarantees — Enforcement Government of schools, pupils, employees, rules and regulations for — To insure optimum learning atmosphere Pupils to comply with rules and regulations Firearms on school premises, transportation, or facilities — Penalty — Exemptions
	20 USC 3171 et. seq.	Drug-Free Schools and Communities Act
	WAC 180-40-205 180-40-235 180-40-240 180-40-245 180-40-250 180-40-255 180-40-260 180-40-265	Definitions (Pupils) Discipline — Conditions and limitations Discipline — Grievance procedure Short-term suspension — Conditions and Limitations Short-term suspensions — Prior conference required — Notice to parent Short-term suspension — Grievance procedure Long term suspension — conditions and limitations Long-term suspension — Notice of hearing — Waiver of hearing

STUDENT SERVICES

180-40-270	Long-term suspension — Prehearing and hearing process
180-40-280	Expulsion — Notice of hearing — Waiver of hearing
180-40-285	Expulsion — Prehearing and hearing process
180-40-290	Emergency removal from class, subject, or activity
180-40-295	Emergency expulsion — Limitations
180-40-300	Emergency expulsion — Notice of hearing — Waiver of hearing right
180-40-305	Emergency expulsion — Prehearing and hearing process
180-40-310	Appeals — Long-term suspension and expulsion
180-40-315	Appeals — Hearing before school board or disciplinary appeal council — Procedures
180-40-317	Appeals — Discipline and short-term suspension grievances
180-40-320	School board or disciplinary appeal council decisions

Adoption Date: February 15, 2006
Revised: October 10, 2006
Wenatchee School District