**CLASSROOM MANAGEMENT, DISCIPLINE,**

**AND CORRECTIVE ACTIONS**

General Information - Washington State Law (RCW 28A.600) requires students to comply with reasonable rules regarding student conduct to ensure a safe and orderly school and civil learning environment. Student misconduct is organized into two categories: unsafe behavior and disruptive misconduct. Assigned discipline is progressive except for exceptional misconduct, which justifies more severe consequences. Restitution is required for damages and property loss.

Discipline is all forms of corrective action or punishment in addition to suspension and expulsion from school or any other type of off-campus activity administered by the school district.

Parent Notification is required in the instance a student loses privileges. Ideally this is done prior to the action being initiated. However, there are times this is not possible and notification is completed by telephone, a conference at the school, or a visit to the parent’s home or work site as soon as possible. The written disciplinary notice shall be hand delivered, sent regular mail, or emailed and shall include notification of due process rights for the assigned discipline.

Due process is the grievance/appeal procedures parents and students follow if they disagree with a discipline assigned to their student. Parents/guardians may appeal the discipline assigned to their student, but not actions involving other students.

* General discipline is grieved to the principal, the Superintendent/designee, and then the Board of Directors. The discipline may be implemented during the grievance process.
* Short-term suspensions are grieved to the principal, the Superintendent/designee, and then the Board of Directors. The discipline may be implemented during the grievance.
* Long-term suspensions and expulsions are appealed to the principal, the superintendent/ designee, and then the Board of Directors. If appealed, the discipline may be delayed unless it is determined unsafe for the suspended student to be at school during the appeal process.
* Emergency expulsions are appealed to the Superintendent/designee within 3 school days. The discipline may be implemented during the appeal process.

Discipline Records are available to employees directly involved with a specific student and to the parents of that student. Misbehavior with continuing safety and disruption concerns shall have records that carry forward from one school year to the next, as well as influence subsequent consequences. Discipline records are not part of a student’s final transcript and only when required are they forwarded if a student moves to a new school.

Jurisdiction of a school district extends to all school operated activities both on and off campus, on district buses and vehicles, on field trips, and under certain circumstances may extend to off-campus activities that have the potential to threaten the safe and orderly operation of a school. The school’s jurisdiction shall be broader for those students involved in athletics and extra-curricular activities.

Bus stops in the community are not supervised. However, students may be disciplined for behavior the driver or other staff witnesses when loading or unloading the bus. Local law enforcement has jurisdiction when the bus is not present.

Exceptional Misconduct are situations where a student behaves in a way when an immediate suspension or expulsion is necessary to protect the learning environment. Discretionary discipline is in response to all other types of student misconduct.

Suspension shall mean a denial of attendance (other than for the balance of the immediate class period for "discipline" purposes) at any single subject or class, or at any full schedule of subjects or classes for a stated period of time. Both suspension and expulsion may include a denial of being on property that is owned, leased, rented, or controlled by the school district.

* In-school suspension is a short-term suspension placement allowing the student to remain at school during the suspension. This option is not available in all situations. 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 an out-of-school suspension.

B. Students shall be expected to work on their classroom assignments at all times.

C. Any act of inappropriate conduct while assigned to in-school suspension may result in conversion of the remaining time to an out-of-school suspension.

D. A student shall remain isolated from other students throughout the school day and shall be denied the opportunity of participating in any school activities while in the in-school suspension program.

* Short-term suspension shall mean a suspension for any portion of a calendar day up to and not exceeding ten consecutive school days. Short-term suspended students shall always be provided the opportunity make up academic work.
* Long-term suspension shall mean a suspension of 11 to 90 days and cannot be assigned to a K-4 student. A long-term suspension may overlap into the next semester so long as it is not imposed upon a student in a manner which causes the student to lose academic progress or credit for in excess of one semester or trimester, as the case may be, during the same school year.
* Emergency Expulsion shall mean the immediate removal of a student from school by an administrator. This is done if there is reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, school personnel, or is an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion shall continue until rescinded or converted to another form of discipline, within 10 days.
* Expulsion shall mean a denial of all participation for up to one semester.

Law Enforcement has jurisdiction for all public facilities within their boundaries including schools. Should law enforcement need to interview a student on campus, the parents shall be contacted prior to the interview unless directed not to contact the parents by law enforcement. In this situation, the name of the officer and the time and date of this request shall be noted. Unless directed by law enforcement not to participate, administrators are asked to be present when law enforcement interviews students. The District prohibits the serving of subpoenas to students while on campus.

In the event student behavior is believed to be in violation of criminal law, the school shall determine appropriate school disciplinary action, and then refer the incident to law enforcement.

Searches based on reasonable suspicion of student misconduct may involve student desks, clothing, packs, bags, lockers, and autos. Students shall not have any expectation of privacy regarding student lockers and desks and know that drug dogs shall randomly be used to identify illegal drug use. Students who drive onto campus may be subject to a vehicle search if there is reasonable suspicion the search may provide evidence of a violation of school rules.

Re-entry from Suspension or Expulsion occurs following a meeting with the student and the student’s parents/guardians within twenty days of the student’s long-term suspension or expulsion, but no later than five days before the student’s reentry to discuss a plan to reengage the student in a school program. WAC 392-400-420.

#### Readmission from Suspension or Expulsion is an option once the appeal process is exhausted by requesting readmission in writing through the Superintendent or designee. The Superintendent may schedule a meeting with the student, their parents, and relevant administrators, or deny the request. If the meeting is granted, the student shall present why he/she should be readmitted. The Superintendent may grant full admission, restricted admission, or deny admission.

School business day shall mean any calendar day that school is in session. The day shall be concluded at the time the District Office closes.

The following misconduct may result in discipline, including these consequences: (**exceptional misconduct behavior categories are in bold**)

**CONSEQUENCES**

**W/B** = Warning/Building Consequence **EE** = Emergency Expulsion (3 days)

**SS** = Short-term Suspension (1-10 days) **E** = Expulsion (90 days)

**LS** = Long-term Suspension (11-90 days) **LE** = Law Enforcement

**R** = Restitution *(When the pupil and parent/guardian(s) are unable to pay for damages, a program of voluntary work for the pupil may be provided in lieu of monetary payment)*. *Grades and transcripts shall be withheld until all costs from damages have been paid.*

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| **Code** | **Behavior** | **Description** | **Consequences** |
| 02\* | Tobacco | Possession, use, distribution or sale of tobacco products, including cigarettes or other vapor products. | K-4 = SS, LE  5-12 = SS, LS, LE |
| **03\*** | **Alcohol** | Manufacturing, sale, purchase, transportation, possession or consumption of intoxicating alcoholic beverages or substances represented as alcohol at school, or school activities. | K-4 = SS, LE  5-12 = LS 90 days, LE  Intervention Program |
| Alcohol/Drug Intervention Program: The number of suspension days may be reduced for participation in District approved intervention.  The Eastmont Drug/Alcohol Intervention program requires the student to comply with an assessment to determine drug and alcohol involvement and disclose results with both administration and parents. If the student admits to use and agrees to comply with the recommendations, the assessment may completed by the District’s Drug/Alcohol Intervention Specialist. All other first offenses require a urine test through a State Certified Chemical Dependency Professional and verification of the assessment prior to a final determination of discipline.  For all additional offenses, the student must complete an assessment with a State Certified Chemical Dependency Professional or Student Assistant Specialist with the costs paid by the student and his/her parent/guardian. A student who meets the requirements of the above Intervention Model, and has the suspension reduced shall be given the opportunity to make up all work in classes missed due to the suspension.  Students participating in the intervention model shall be subject to oral drug and alcohol use testing at the discretion and cost of the District for twelve months following the date of the infraction. If an oral test is positive, the long-term suspension shall be implemented. A parent may choose to challenge the oral test results by paying at their expense for additional urinalysis testing at a District approved laboratory. If the results confirm the positive oral result, the suspension may be implemented. If the tests are negative for illegal drug use, the oral results shall be discarded.  The building principal, or his designee, and hearing officer have the authority to grant exceptions to this disciplinary action in cases involving extenuating and/or exceptional circumstances, including violations related to selling and delivery of controlled substances on school property. | | | |
| **Code** | **Behavior** | **Description** | **Consequences** |
| **04\*** | **Illicit Drug (not marijuana)** | Unlawful use, cultivation, manufacture, distribution, sale, solicitation, purchase, possession, transportation, or importation of any controlled drug or narcotic substance or violation of the district drug policy. Include the use, possession or distribution of any prescription or over-the-counter medication (e.g., aspirin, cough syrups, caffeine pills, nasal sprays). | K-4 = SS, LE  5 12 = LT 90 days, LE  Intervention Program |
| **05\*** | **Fighting Without Major Injury** | Mutual participation in an incident involving physical violence, where there is no major injury, and a student chose to participate in the conflict, rather than avoid the situation. Students may be subject to short-term suspension for attending a planned fight, assault, or failing to immediately disburse if a fight occurs. This does not include verbal confrontations, tussles, or other minor confrontations. *(A major injury is when one or more students, school personnel, or other persons require professional medical attention. Examples of major injuries: stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.)* | K-4 = W/B, SS  5-12 = SS, LS, EE, E, LE |
| **06\*** | **Violence Without Major Injury** | Any incident defined by school district policy as a violent offense that is without major injury, but at least the following:   * Assault (RCW 9A.36) * Malicious Harassment (RCW9A.46) * Kidnapping (RCW 9A.40) * Rape (RCW 9A.44) * Robbery (RCW 9A.56) | K-4 = W/B, SS  5-12 = LS, EE, E, LE |
| **Code** | **Behavior** | **Description** | **Consequences** |
| **07\*** | **Violence With Major Injury** | Any incident defined by school district policy as a violent offense that includes a major injury, but at least the following:   * Assault (RCW 9A.36) * Homicide (RCW 9A.32) * Malicious Harassment (RCW 9A.46) * Kidnapping (RCW 9A.40) * Rape (RCW 9A.44) * Robbery (RCW 9A.56) | K-4 = W/B, SS, LE  5-12 = LS, EE, E, R, LE |
| **08\*** | **Possession of a Weapon** | Weapon (See below) | K-4 = W/B, SS, LE  5-12 = W/B, SS LS, EE, E, LE |
| Weapons On School Premises (RCW 9.41.250, RCW 9.41.280, RCW 28A.600.420): including any firearm; explosive bomb, or any dangerous instrument or weapon of any kind such as, but not limited to, a sling shot, sand club, blackjack, billyclub, metal knuckles, any pocket knife, any double-sided knife, any spring or mechanically loaded knife such as a switch-blade, any knife having a blade which opens by force of gravity or centrifugal thrust such as a butterfly knife, any knife with a fixed blade of any length, or any saber-sword dagger or dirk; or any device commonly known as "Nunchaku sticks" consisting of a length of wood, metal, plastic, or similar substance attached to wire, rope, or other means; or any device commonly known as "throwing stars" which are multi-pointed objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; any disabling or incapacitating items such as electronic stunning/shocking devices; or any object used in a threatening manner with malicious intent and/or used as a weapon which could reasonably be perceived, given the circumstances, as having the ability to cause bodily harm even though not commonly thought of as a deadly or dangerous weapon, such as a starter pistol, flare gun, cayenne pepper, mace, pepper spray, ice pick, elongated scissors, straight razor, or other disabling agents; or any object which looks like a weapon, such as a toy or "dummy" gun, knife or grenade. | | | |
| 09 | Other behavior resulting in a discretionary corrective or disciplinary intervention | Every attempt should be made to categorize a student's behavior in the specific categories provided above as those categories are required for federal reporting. Use this behavior code for one-time offenses and when codes 02-08 or 10-20 do not apply. | K-4 = W/B, SS, LE  5-12 = W/B, SS, LS |
| **10\*** | **Serious Bodily Injury** | An incident, specific to students eligible for special education services, that results in the serious bodily injury of another as defined in Section (1365(h)(3) of Title 18, U.S. Code, to mean a bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. [615(k)(7)(D)]. | P-12 Manifest Determination  K-4 = W/B, SS, LE  5-12 = W/B, SS, LS, EE, E, LE |

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| **Code** | **Behavior** | **Description** | **Consequences** |
| **11\*** | **Marijuana** | Unlawful use, cultivation, distribution, sale, solicitation, purchase, possession, transportation of cannabis or violation of the district drug policy. Suspicion of being under the influence of cannabis may be included if it results in disciplinary action. | K-4 = SS, LE  5-12 = LS 90 days, LE  K-12 Intervention Program |
| **12\*** | **Failure to Cooperate/ Insubordination, and Interference/**  **Intimidation** | Repeated failure to comply with or follow reasonable, lawful directions or requests of teachers or staff. This includes, but is not limited to: non-compliance, defiance, disrespect, and interference/intimidation of school authorities or volunteers by force or threat of violence. | K-4 = W/B, SS, LE  5-12 = W/B, SS, LS, E, LE |
| 13 | Disruptive Conduct | Conduct that materially and substantially interferes with the educational process. | K-4 = W/B, SS  5-12 = W/B, SS, LS, LE |
| 14\* | Bullying | Intentional, unwanted, aggressive behavior that (1) involves a real or perceived power imbalance, and (2) is repeated, or has the potential to be repeated, over time. | K-4 = W/B, SS  5-12 = W/B, SS, LS, EE, E, LE |
| 15\* | Sexual Harassment | Conduct or communication intended to be sexual in nature, is unwelcome by the targeted person(s) and has the potential to deny or limit another student(s) ability to participate in or benefit from a school's education program. | K-4 = W/B, SS  5-12 = W/B, SS, LS, EE, E, LE |
| 16\* | Discriminatory Harassment | Conduct or communication that (1) is intended to be harmful, humiliating, or physically threatening, and (2) shows hostility toward a person or persons based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability, or use of a trained dog guide or service animal. | K-4 = W/B, SS  5-12 = W/B, SS, LS, EE, E, LE |
| **17\*** | **Destruction of Property/Vandalism** | Intentional damage of school property or the property of others. | K-4 = W/B, SS, LE  5-12 = W/B, SS, LS, EE, E, R, LE |
| 18 | Sexual or Lewd Conduct | Obscene, lewd, or other acts or expressions, whether verbal or non-verbal considered indecent. | K-4 = W/B, SS  5-12 = W/B, SS, LS, EE, E, LE |
| **19** | **Theft or Possession of Stolen Property** | Taking or knowingly being in possession of district property or property of others without permission. | K-4 = W/B, SS  5-12 = W/B, SS, LS, R, LE |
| **Code** | **Behavior** | **Description** | **Consequences** |
| 20 | Academic Dishonesty/  Plagiarism | Knowingly submitting the work of others represented as the student's own or assisting another student in doing so, or using unauthorized sources. | K-4 = W/B, SS  5-12 = W/B, SS, LS |
| **Numbers 50+ are classified as Discretionary and suspension may not be warranted.** | | | |
| 50 | Multiple Minor Accumulated Incidents | Discipline for culmination of multiple minor infractions that both occurred throughout the school year and individually would not rise to the severity of meriting a short-term or long-term suspension or expulsion. | K-4 = W/B, SS  5-12 = W/B, SS, LS, LE |
| 51 | Attendance | Being absent from, or tardy to school/class without an approved excuse. A referral to law enforcement is required for excessive unexcused absences in K-12. | K-12 = W/B, SS, LE |
| 52 | Phone Use | Using a cellular telephone/electronic devices and causing a disruption to the educational process by texting, sexting, using video, or photography. | K-12 = W/B, SS, LE |
| 53 | Closed campus | Leaving school grounds during school hours without an approved excuse/authorization. Eastmont High School is an exception during lunch. | K-12 = W/B, SS, LS |
| 54 | Dress Code | Dress requirements are to prepare a young person for future work. Because of this, certain home and social attire may be prohibited. (RCW 28A.320.140) See Student Dress Procedure 3224-P for a current chart of appropriate and inappropriate clothing items. | K-12 = W/B, SS, LS |
| 55 | False Allegations | False reporting of allegations or corroborating false information. | K-12 = W/B, SS, LE |
| 56 | Hacking or other Improper use of District Technology and Equipment | “Hacking” or using district resources and/or district or personal equipment (including, but not limited to computers, networks, software, internet access, copy machines, printers, cameras, phones, PDA’s, MP3 players, etc.) for unapproved copies, photos, videos, audio recordings, etc. | K-12 = W/B, SS, R, LE |
| 57 | Inappropriate Language | Any use of vulgar or profane language by students on school property whether spoken, written, or gestures. | K-12 = W/B, SS |
| 58 | Loitering | Failing to leave the school campus at the official close of the school day, absent permission to remain on campus for a specific activity. | K-12 = W/B, SS, LE |
| **Code** | **Behavior** | **Description** | **Consequences** |
| 59 | Student Leadership | Student leaders serve as “role models” for other students in classes and in extra-curricular activities. Any violation of specific team, club, or ASB code of conduct expectations may result in permanent removal from not only the leadership position or extra-curricular activity, but also from the leadership class. | K-12 = W/B, SS |
| **60** | **Gang Activities** | Participation in groups of students (3 or more) who have leadership; a group name; symbols, gestures, a territory; and engage in antisocial or criminal activity shall not be tolerated on school grounds or at school sponsored events. | K-12 = W/B, SS, LS, EE, E, LE |
| **61** | **Hazing Acts** | Student activities required or encouraged for participation that may injure, degrade, disgrace, or put others at risk in any way. | K-12 = W/B, SS, LS, EE, E, LE |
| **62** | **Fire/Arson** | Igniting a fire on school property, or initiating a false fire alarm. | K-12 = W/B, SS, LS, EE, E, LE |
| 63 | Personal Protection Spray Devices (PPSD) | Students who do not have authorization to carry a PPSD, or who are under age 14 and carry, discharge or transmit a PPSD shall be suspended or expelled as prescribed below. | K-4 = W/B, SS  5-12 = W/B, SS, LS, LE |
| 64 | Trespass | Entering or remaining unlawfully in school buildings or on any part of school grounds without proper authorization. A charge of trespass, with notice to police authorities, may be given to any person who creates a disturbance on school property and whose continued or reoccurring presence may result in a real and substantial disruption to the school environment or pose a threat to the safety and well-being of property or person. Students on campus while on suspension and/or expulsion are subject to additional disciplinary action and arrest for criminal trespass. Violators shall be subject to discipline, suspension, or expulsion and arrest for criminal trespass. | K-4 = W/B, SS  5-12 = W/B, SS, LS, LE |
| **65** | **Bomb** | Bomb/explosive type device, or imitation device, on school grounds, or threat to use such device is a class B felony. | K-4 = W/B, SS, EE, LE  5-12 = W/B, SS, LS, EE, E, LE |

\* = Summarized in annual reports to OSPI.