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## Classroom Management, Discipline, and Corrective Action

### I. DEFINITIONS

**Discipline** — All forms of corrective action, including exclusion from a class for a period of time not exceeding the balance of the immediate class period, other than suspension, expulsion, or emergency removal from a class, subject, or activity. Discipline also means the exclusion of a student from any other type of activity conducted by or on behalf of the district, including its athletic program and transportation.

**Suspension** — Denial of attendance, other than for the balance of the immediate class period for corrective action purposes, at any single subject or class or at any full schedule of subjects or classes for a stated period of time.

**Short-Term Suspension** — A suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days.

**Long-Term Suspension** — A suspension that exceeds ten (10) consecutive school days and does not exceed the length of one academic term (approximately 90 school days).

**Expulsion** — A denial of attendance for no longer than the length of one academic term (approximately 90 school days) from the time a student is removed from his/her current school placement by the superintendent or a designee.

**Emergency Removal** — The immediate removal of a student from a class, subject, or activity when the student's presence poses an immediate and continuing danger to the student, other students, or school staff or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the student's school.

**Emergency Expulsion** — "Emergency expulsion" means the immediate denial of school attendance for up to ten (10) consecutive school days due to an immediate and continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion will end or be converted to another form of corrective action within ten (10) school days of the student's emergency expulsion.

**Parent/Guardian** — Any natural, adoptive, or custodial parent or guardian. Students of majority age will be entitled to parental rights.

**School Day** — A calendar day except school holidays on which students enrolled in the district are afforded the opportunity to be engaged in educational activity that is planned, supervised, and conducted by or under the supervision of the district's certificated staff, and on which day all or any portion of the students enrolled actually participate in such educational activity.

**School Business Day** — Any calendar day except Saturdays, Sundays, and federal and state school holidays, upon which the office of the superintendent of the district is open to the public. School business days will be concluded upon the closure of the superintendent's office for the calendar day.

**Academic Term** — One semester, which numbers approximately ninety (90) school days.

### II. RIGHTS AND RESPONSIBILITIES OF CERTIFICATED STAFF

Each certificated teacher, school administrator, school bus driver, and any other school employee designated by the board of directors has the authority to: (1) impose discipline upon a student for misconduct that violates rules of the district established in Procedure 3240P and provided to students and

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parents/guardians in the annual “Rights and Responsibilities” handbook; and (2) impose an emergency removal from a class, subject, or activity upon a student as allowed by this procedure.

The board has delegated to the superintendent and/or his or her designee(s) the authority to impose suspensions and expulsions upon students for misconduct that violates rules of the district. Each certificated teacher and administrator has the authority to recommend suspensions and expulsions for such misconduct.

Each classroom teacher may exclude any student who creates a disruption of the educational process in violation of the building disciplinary standards while under the teacher’s immediate supervision from his or her individual classroom and instructional or activity area for all or any portion of the balance of the school day or until the principal or designee and teacher have conferred, whichever occurs first, in accordance with RCW 28A.600.020. Except in emergency circumstances as provided for in the section on “Emergency Removal,” below, the teacher will have first attempted one or more alternative forms of corrective action. In addition, in no event will an excluded student be returned during the balance of the particular class or activity period from which the student was initially excluded without the consent of the teacher, or unless the principal or designee and the teacher have conferred.

**A. Certificated Staff Have the Right to:**

1. Expect students to comply with school rules.
2. 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.
3. Receive any complaint or grievance regarding discipline 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.
4. Use such reasonable action as is necessary to protect himself or herself, a student, or others from physical abuse or injury, consistent with the Policy 3247 and Procedure 3247P governing restraint, isolation, and other uses of reasonable force.
5. Detain a student after school in accordance with the conditions described in Section V, below.

**B. Certificated Staff Have the Responsibility to:**

1. Observe the rights of students.
2. Supervise student behavior and 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.
3. Maintain good order in the classroom, in the hallways, on the playgrounds or other common areas of the school, and on school buses (i.e., during field trips).
4. Maintain accurate attendance records and report all cases of truancy.
5. Set an appropriate example of personal conduct and avoid statements which may be demeaning or personally offensive to any student or group of students.

6. Meet with parents/guardians within five (5) school days upon request to hear a complaint regarding the use of classroom materials and/or teaching strategies that are being employed in the classroom.

**C. Principals Have the Responsibility to:**

1. Impose suspension or expulsion when appropriate.
2. Notify parents/guardians when students are suspended or expelled.
3. 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 that may be employed in the event of rule infractions.

**III. PROCEDURES FOR IMPOSING CORRECTIVE ACTION**

**A. Provisions Applicable in General**

1. Corporal punishment, which is generally defined as any act that willfully inflicts or willfully causes the infliction of physical pain, is prohibited by state law and board policy. Exceptions are defined in WAC 392-400-235.
2. All students will remain free from unreasonable restraint, restraint devices, isolation, and other uses of physical force, as provided in Policy 3247.

**B. Provisions Applicable to Discipline**

Discipline, as defined above, may be imposed upon a student for violation of district rules. No form of discipline will be enforced in such a manner as to prevent a student from accomplishing specific academic grade, subject, or graduation requirements.

**C. Provisions Applicable to All Suspensions**

1. Students may be suspended for violation of district rules. The nature and circumstances of the violation must be considered and must reasonably warrant a suspension and the length of the suspension imposed.
2. Except for those rule violations that have been designated exceptional misconduct (see Procedure 3240P), no student will be suspended unless another form of corrective action reasonably calculated to modify his/her conduct has previously been imposed upon the student as a consequence of misconduct of the same nature.
3. No student in grades kindergarten through fourth grade will be subject to short-term suspension for more than a total of ten (10) school days during any single semester. No such student will be subject to long-term suspension. No loss of academic grade or credit will be imposed by reason of suspension of such students.

No student in grades five and above will be subject to short-term suspensions for more than a total of fifteen (15) school days during any single semester, and no single long-term suspension will be imposed in a manner that causes a student to lose academic grades or credit for more than one semester during the same school year.

4. Suspensions may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the district. A student may also be excluded

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- from a particular classroom or instructional or activity area for the period of suspension.
5. Students will be provided with an opportunity to receive educational services during a period of suspension.
  6. All suspensions and the reasons, therefore, must be reported in writing to the superintendent or designee within 24 hours after the imposition of the suspension.
  7. Any student who is suspended will be allowed to make application for readmission at any time. (See Section IV, below.)
  8. In-school suspensions, as authorized by Section VI, below, will follow all provision of this procedure applicable to suspensions generally.
  9. The principal will notify special education staff of any suspensions to be imposed on a student who is currently eligible for special education services or any student who might be deemed eligible for special education. To the extent that suspensions may cumulatively or consecutively exceed ten (10) days, the principal will notify relevant special education staff so that the district can ensure compliance with special education corrective action procedures.

**D. Provisions Applicable to Short-Term Suspensions Only**

1. Prior to the short-term suspension of any student, a conference must be conducted with the student as follows:
  - a. An oral or written explanation of the alleged misconduct, the evidence in support of the allegation, and the corrective action that may be imposed will be provided to the student.
  - b. The student will be provided the opportunity to present his/her explanation.
2. In the event such denial of the right of attendance is to exceed one (1) day, the parents/guardians of the student will be notified of the reason(s) for the student's suspension and the duration of the suspension orally or by letter deposited in the United States mail as soon as reasonably possible. This notice will also inform the parents/guardians of the right to an informal conference pursuant to WAC 392-400-255 and that the suspension may be reduced as a result of such conference.
3. Any student subject to short-term suspension will be provided the opportunity upon return to school to make up assignments or tests missed by reason of the suspension, if such assignments or tests have a substantial effect on the student's semester grade or failure to complete such assignments or tests would preclude the student from receiving credit for the course(s).

**E. Provisions Applicable to Long-Term Suspensions and Expulsions**

1. Long-term suspensions and expulsions will be for a stated period of time not longer than the length of one academic term (approximately 90 school days).
2. Long-term suspensions and expulsions will not be imposed as a form of "discretionary" corrective action, which means corrective action taken by the district in response to student behavior that violates rules of student conduct found in Procedure 3240P and the "Rights and Responsibilities" handbook. Discretionary corrective action does not include

corrective action taken in response to a student's:

- a. Possession of a firearm or instrument that appears to be a firearm on school property as prohibited by RCW 28A.600.420;
- b. Violation of a criminal statute listed in RCW 13.04.155;
- c. Two or more violations within a three-year period of RCW 9A.46.120 (gang intimidation), RCW 9.41.280 (possessing dangerous weapons on school facilities), RCW 28A.600.455 (gang activity), RCW 28A.635.020 (willfully disobeying school administrative personnel or refusing to leave public property), or RCW 28A.635.060 (defacing or injuring school property); or
- d. Behavior that adversely impacts the health or safety of other students or educational staff.

Prior to imposing a long-term suspension or expulsion for behavior listed in subsections (a)-(d) above, the district will first consider using alternative corrective actions.

3. Prior to the long-term suspension or expulsion of a student, a written notice of an opportunity for a hearing will be delivered in person or by certified mail to the student and to his/her parents/guardians. This notice will be provided in the predominant language of the student and his/her parents/guardians. The notice will specify:
  - a. The alleged misconduct and the school rules it violates;
  - b. The corrective action proposed;
  - c. The right of the student and his/her parents/guardians to a hearing for the purpose of contesting the allegation(s); and
  - d. That if a written or oral request for a hearing is not received by the district employee named in the notice or his/her office within three (3) school business days after the notice is received, the hearing will be waived and the recommended corrective action will take effect.

The district should include a schedule of "school business days" potentially applicable to the exercise of the hearing right with the written notice.

4. The student or his/her parents/guardians must request such a hearing within three (3) school business days after the date of their receipt of the notice imposing the corrective action. If a timely request for a hearing is not received, the district may consider the student and parents/guardians to have waived the right to a hearing and the proposed corrective action may be imposed as of the fourth school business day following receipt of the notice imposing the corrective action.
5. The principal or designee will convene a meeting with the student and the student's parents/guardians within twenty (20) days of the student's long-term suspension or non-emergency expulsion, regardless of whether the student appeals the action or requests readmission, and in any event no later than five (5) days before the student's return to school, to discuss a plan to reengage the student in a school program. Such reengagement plans do not replace petitions for readmission. (See Section IV, below.)
6. A reengagement plan will be created that is tailored to the student's individual

circumstances, including consideration of the incident that led to the student's long-term suspension or expulsion. The plan should also aid the student in taking the necessary steps to remedy the situation that led to the student's suspension or expulsion. In developing a reengagement plan, shortening the length of time that the student is suspended or expelled, other forms of corrective action, and supportive interventions that aid in the student's academic success and keep the student engaged and on-track to graduate should be considered. A student and his/her parents/guardians will have access to, provide meaningful input on, and have the opportunity to participate in a culturally sensitive and culturally responsive reengagement plan.

**F. Provisions Applicable to Expulsions Only**

1. Students may be expelled for violations of district rules. The nature and the circumstances of the violation must reasonably warrant the harshness of expulsion.
2. No student will be expelled unless other forms of corrective action reasonably calculated to modify his/her conduct have failed or unless there is good reason to believe that other forms of corrective action would fail if employed.
3. Expulsions may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the district. A student may also be excluded from a particular classroom or instructional or activity area for the period of expulsion.
4. Students will be provided with an opportunity to receive educational services during a period of expulsion.
5. All expulsions and the reasons, therefore, must be reported in writing to the superintendent within 24 hours after the imposition of the expulsion.
6. Any student who has been expelled will be allowed to make application for re-admission at any time. (See Section IV, below.)
7. The building principal or designee may petition the superintendent to extend an expulsion beyond the length of one academic term (approximately 90 school days), where such an extension is warranted because of risk to public health and safety.
  - a. The petition may be submitted at any time between the final imposition of a non-emergency expulsion and the last day of the expulsion.
  - b. The petition must include those elements listed in WAC 392-400-410.
  - c. A copy of the petition must be delivered in person or by certified mail to the student and his/her parents/guardians.
  - d. The student and/or his/her parents/guardians may submit a written or verbal response to the petition within ten (10) school business days of the recorded receipt of the petition.
  - e. The superintendent may exercise his/her discretion to grant the petition so long as there is evidence that, if the student were to return to school at or after the length of one academic term (approximately 90 school days), he/she would pose a risk to public health or safety. The superintendent will issue a written decision indicating whether the petition is granted or denied within eleven (11) school business days, but not later than twenty (20) school business days, of the date of the petition's

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recorded delivery to the student or his/her parents/guardians. The decision must include a description of all rights and procedures for appeal under WAC 392-400-310 and -315.

- f. If the petition is granted, the student or his/her parents/guardians may appeal the decision to the district's Board of Directors within ten (10) school business days.

**G. Provisions Applicable to Emergency Removal**

1. A student may be removed immediately from a class, subject, or activity by a certificated teacher or an administrator and sent to the designated school authority if there is good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school staff, or an immediate and continuing threat of substantial disruption of the class, subject, activity or educational process of the student's school.
2. The removal will continue only until: (a) the danger or threat ceases; or (b) the designated school authority acts to impose corrective action.
3. The designated school authority will meet with the student as soon as reasonably possible, but in no case later than the commencement of the school day following the removal, and take or initiate appropriate corrective action.
4. Prior to or at the time the student is returned to a class, subject, or activity from which he/she was removed, the designated school authority will notify the teacher or administrator who removed the student of the action taken or initiated.

**H. Provisions Applicable to Emergency Expulsions**

1. A student may be expelled immediately in emergency situations by the superintendent or his/her designee if there is good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to other students or school staff, or an immediate and continuing threat of substantial disruption to the educational process.
2. An emergency expulsion must end or be converted to another form of corrective action by the superintendent or his/her designee within ten (10) school days from the date of the student's emergency expulsion. When an emergency expulsion is converted to another form of corrective action, the notice, and due process rights applicable to that form of corrective action must be provided.
3. The student and his/her parents/guardians will be notified of the emergency expulsion and of their opportunity for a hearing by: (a) hand-delivering a written notice to the parents/guardians within twenty-four (24) hours of the emergency expulsion, and by documenting delivery of the notice by obtaining the signature of the parents/guardians acknowledging receipt or the written certification of the person making the delivery; or (b) by certified letter(s) deposited in the mail within twenty-four (24) hours of the emergency expulsion, with reasonable attempts made to notify the student and his/her parents/guardians by telephone or in person as soon as reasonably possible.
4. Such written and oral notice must be provided in the predominant language of the student or his/her parents/guardians and specify:
  - a. The reasons that the student's presence poses an immediate and continuing danger

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to students or school staff or an immediate and continuing threat of substantial disruption of the educational process;

- b. The date on which the emergency expulsion began and will end;
- c. The right of the student or his/her parents/guardians to a hearing for the purpose of contesting the allegation(s) as soon as reasonably possible;
- d. That a written or oral hearing request must be received by the designated district employee on or before the third school business day after receipt of the notice;
- e. If a request is not received within three (3) school business days, the emergency expulsion may continue for up to a total of ten (10) school days; and
- f. The emergency expulsion may be converted to an expulsion, long-term or short-term suspension, or other corrective action within ten (10) school days of imposition of the emergency expulsion, and that notice of the converted action and an opportunity to request a hearing or grieve the converted action will be provided.

#### **I. Provisions Applicable to Corrective Action for Unexcused Absences and Tardiness**

1. A student with one or more unexcused absences who is subject to compulsory attendance pursuant to Chapter 28A.225 RCW may be subject to corrective action that is reasonably calculated to modify the student's conduct. If the district imposes corrective action for one or more unexcused absences, it must:
  - a. Provide notice to the student's parents/guardians in writing in English or, if different, the primary language of the parents/guardians, that the student has failed to attend school without valid justification, and by other means reasonably necessary to achieve notice of such fact;
  - b. Schedule a conference or conferences with the parents/guardians and the student at a time and place reasonably convenient to all persons included to analyze the causes for the student's absence, and to determine, by appropriate means, whether the student should be made a focus of concern for placement in special programs designed for his or her educational success; and
  - c. Take 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, parents/guardians, adjustments of the student's school program or school or course assignment or assisting the student or parent/guardian to obtain supplementary services that might ameliorate the cause(s) for the student's absence from school.
2. A student's academic grade or credit in a particular subject or course may be adversely affected by reason of tardiness or absences only to the extent and upon the basis that:
  - a. The student's attendance or participation is related to the instructional objectives or goals of the particular subject or course;
  - b. The student's attendance or participation has been identified by the teacher pursuant to district policy as a basis for grading, in whole or in part, in the particular subject or course; and
  - c. The circumstances pertaining to the student's inability to attend school have been



taken into consideration, including whether the tardiness or absences are directly related to the student's disability under Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, or the Individuals with Disabilities Education Act.

3. No student will be long-term suspended or expelled as a consequence for unexcused absences or tardiness.

#### **IV. PROCEDURES FOR CONTESTING CORRECTIVE ACTIONS**

##### **A. Grievance Procedure for Discipline and Short-Term Suspensions**

Any student or parent/guardian who disagrees with the imposition of discipline or a short-term suspension has the right to an informal meeting with the building principal or designee for the purpose of resolving the grievance. The employee whose action is being grieved will be notified of the initiation of such a grievance as soon as reasonably possible. During this meeting, the student and parents/guardians will be subject to questioning by the principal or designee and will be entitled to question school staff involved in the matter being grieved.

After this school-level grievance meeting, if the issue is not resolved, the student or parent/guardian, upon giving two (2) school business days' prior notice to the superintendent's office, will have the right to present a written and/or oral grievance to the superintendent or designee.

If the issue is not resolved at that level, the student or parent/guardian, upon giving two (2) school business days' prior notice to the superintendent's office, will have the right to present a written and/or oral grievance to the Board of Directors during the board's next regular meeting. The board will notify the student and parent/guardian of its response to the grievance within ten (10) school business days after the date of the meeting.

The discipline or short-term suspension will continue during the grievance procedure unless the principal or his/her designee elects to postpone the action.

##### **B. Hearing Process for Long-Term Suspensions, Expulsions, and Emergency Expulsions**

Any student or parent/guardian who disagrees with the imposition of a long-term suspension or expulsion may request a hearing to contest the action. The office of the superintendent must receive requests for a hearing within three (3) school business days of receipt of the notice imposing the corrective action. If a timely request for a hearing is received, the district will schedule a hearing to commence within three (3) school business days (two (2) school business days for emergency expulsions) after the date upon which the hearing request was received by the district.

The student will have the right to be represented by legal counsel, question and confront witnesses, present an explanation of the alleged misconduct, and make such relevant showings by way of witnesses and the introduction of evidence as desired.

Both the student and the district representative will have the right to inspect in advance of the hearing any documentary and other physical evidence the other party intends to introduce at the hearing.

The hearing officer assigned by the district to hear the case will not be a witness in the case, and the truth of the allegations will be determined solely on the basis of the evidence presented at the hearing.

Either a tape-recorded or verbatim record of the hearing will be made. The hearing officer will make a written decision setting forth the findings of fact, conclusions, and the nature and duration of the corrective

action to be imposed, if any. For long-term suspensions and expulsions, this written decision will be provided to the student's legal counsel or, if none, to the student and his/her parents/guardians. For emergency expulsions, the decision must: (1) be issued within one school business day after the date that the hearing concludes; (2) be provided to the student and the student's parents/guardians and legal counsel, if any, by depositing a certified letter in the mail; (3) set forth whether the immediate and continuing danger to students or school staff or immediate and continuing threat of substantial disruption of the educational process has ended; and (4) state whether the emergency expulsion will be converted to another form of corrective action.

Unless an appeal is taken, any long-term suspension or non-emergency expulsion decided upon by the hearing officer may be imposed as of the fourth school business day following receipt of the hearing officer's decision.

**C. Appeal of a Hearing Officer's Decision Imposing Long-Term Suspension, Expulsion, or Emergency Expulsion**

Any student or parent/guardian may appeal a hearing officer's decision imposing a long-term suspension, expulsion, or emergency expulsion to the Board of Directors. Notice indicating that the student desires to appeal the hearing officer's decision must be submitted orally or in writing to the office of the superintendent or the office of the hearing officer within three (3) school business days after the date of receipt of the hearing officer's decision.

If a timely appeal is taken to the board, the suspension or non-emergency expulsion may be imposed for up to ten (10) consecutive school days during the appeal period, or until the appeal is decided, whichever is the shortest period. Any days that the student is suspended or expelled before the appeal is decided will apply to the term of the suspension or expulsion imposed, if any, and will not limit or extend the term of the suspension or expulsion. Any student suspended who returns to school before the appeal is decided will be given opportunity to make up assignments and tests missed by reason of the suspension if the assignments or tests have a substantial effect upon the student's semester grade(s), or failure to complete such assignments or tests would preclude the student from receiving credit for the course(s).

If a timely notice of appeal is received, the board will schedule and hold an informal conference to review the matter within ten (10) school business days after the date of receipt of such appeal notice. The purpose of this meeting will be to meet and confer with the parties in order to decide the most appropriate means of disposing of the appeal.

At that meeting, the student, parent/guardian, or legal 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. The board will agree to one of the following procedures prior to adjournment or recess:

1. Study the hearing record or other materials submitted and render its decision within ten (10) school business days after the date of the informal conference;
2. Schedule and hold a meeting to hear further arguments based on the record before the board and render its decision within fifteen (15) school business days after the date of the informal conference; or
3. Schedule and hold a meeting within ten (10) school business days after the date of the informal conference for the purpose of hearing the case de novo.

In the event the board elects to hear the appeal de novo, the student will have the same rights as those applicable to the hearing before the hearing officer.

The appeal to the board will be conducted in accordance with WAC 392-400-310, -315, and -320. Any decision by the board to impose or to affirm, reverse, or modify the imposition of discipline, suspension, or expulsion upon a student will be made only by those board members who have heard or read the evidence, and only by board members who have not acted as witnesses in the matter and only by a majority vote at a meeting at which a quorum of the board is present.

An appeal from a decision of the board will be to the courts. The board may decide to postpone the corrective action pending such appeal.

#### **IV. READMISSION DURING EXPULSION OR SUSPENSION**

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:

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

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

The readmission process is separate and distinct from any reengagement meetings conducted by the district as required by state law, Chapter 28A.600 RCW. (See Section III, above.)

#### **V. 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 detention, the staff member will inform the student of the nature of the offense charged and of the specific conduct that 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/guardian has been notified (except in the case of an 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.

#### **VI. IN-SCHOOL SUSPENSION**

The district has created an in-school suspension program that temporarily removes the student from his/her regular learning environment but permits the student to maintain his/her educational progress. An in-school suspension is no different from any other suspension as defined above, and therefore triggers the same substantive and procedural due process, including student and parent/guardian notification.

Students who are assigned to in-school suspension are granted this opportunity as a privilege and are

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expected to comply with the expectations of staff. Guidelines for in-school suspension are as follows:

1. A student who is afforded the opportunity to be assigned to in-school suspension will agree to the conditions specified by the school principal. Unless the student is of majority age, the principal will obtain written authorization from the parents/guardians. Such authorization will include the number of days that the student will be assigned to in-school suspension.
2. In-school suspension is designed to encourage learning. Students will be expected to work on their classroom assignments at all times.
3. A student in in-school suspension will attend a single subject or class or any full schedule of subjects or classes in a separate location on school property from their regular subject or class or schedule and/or classmates.
4. The student will be denied the opportunity to participate in any school activities while in in-school suspension.
5. While in-school suspended, the student and staff may develop a behavior contract that defines the future expected behavior of the student. The student and his/her parents/guardians and a staff member will sign the contract.
6. Any act of inappropriate conduct while in-school suspended may result in imposition of other corrective action.
7. After a student is placed back into the regular classroom(s), the principal or designee or school counselor 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.
8. Specific rules and building procedures for in-school suspension will be developed by the building principal or designee.