

Policy Title: Behavior and Discipline Disciplinary Violation	Revised Date 6/9/09
	Policy Number 507.9

All District personnel will be expected to maintain discipline by means other than the use of physical punishment.

- (1) Disciplinary violations which may result in disciplinary action includes but are not limited to the following:
- (a) Verbal, non-verbal or physical abuse of a school official;
 - (b) Verbal, non-verbal or physical abuse of other students (hazing, fighting, cyber bullying, etc.);
 - (c) Possession of firearms, weapons, or dangerous playthings or any items that could be used for physical injury;
 - (d) Violation of school transportation policy;
 - (e) Refusal of students to identify themselves to school personnel upon request;
 - (f) Violation of school parking and safe driving regulations;
 - (g) Theft or unauthorized entry into school premises, lockers, or vehicles on school premises;
 - (h) Use of tobacco on school grounds;
 - (i) Vandalizing school property;
 - (j) Cheating/plagiarism (see policy section 604.7);
 - 1. Examples of cheating/plagiarism include, but are not limited to:
 - a. Copying from others during an examination.
 - b. Communicating exam answers with other students during an examination.
 - c. Offering another person's work as one's own, in whole or in part.
 - d. Taking an examination for another student or having someone take an examination for oneself.
 - e. Sharing answers for a take-home examination or assignment unless specifically authorized by the instructor.
 - f. Tampering with an examination after it has been corrected, then returning it for more credit.
 - g. Using unauthorized materials, prepared answers, written notes, or concealed or unauthorized information during an examination.
 - h. Allowing others to do the research and/or writing of an assignment (including use of the services of a commercial academic paper company).
 - (k) Violation of attendance policy including truancy;
 - (l) Vulgarity or profanity; possession of obscene material;
 - (m) Willful disobedience;
 - (n) Disruptive conduct;

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- (o) The use of, the sale of, the distribution of, the possession of, or being under the influence of narcotics, dangerous drugs or controlled substances, or alcoholic beverages.
 - (p) The principals of individual schools may add reasonable rules for the operation of the school.
 - (q) Harassment of others based on sex, race, color, national origin, age, religious beliefs, ethnic background or disability.
 - (r) Gang or gang related activities, including gang affiliation, intimidation, threats of violence, fighting, recruitment, clothing, graffiti, or language/gestures.
- (2) Definitions of possible disciplinary actions:
- (a) *Discipline:* All forms of correction other than suspension and expulsion. (See 411.2)
 - (b) *Suspension:* Removal from school for a period of time. The principal may temporarily suspend a student for a maximum of five (5) school days. The Superintendent may extend the temporary suspension an additional ten (10) school days and the Board may choose to suspend a student for an additional five (5) school days and has the authority to expel the student. The suspended student may not participate in school activities or be in or about school grounds while being suspended.
 - (c) *Expulsion:* Removal from school with loss of credit for an indefinite period of time.
 - (d) *Temporary Dismissal:* Removal from school until after a parent conference. The parent conference may be prior to the next school day. Students who have been temporarily dismissed may return to school after five school days if no conference can be arranged.
 - (e) *In-House Suspension:* Isolation of the student and prohibiting him/her from attending classes for the day or the remainder of the day. Student is confined to office or other appropriate location within school building under supervision of the office.
 - (f) *Restitution:* To restore or pay damages for something that has been stolen or destroyed. This includes reimbursement to the School District or an individual for the total cost of repairing damage or replacing the article.

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(3) Procedures for emergency removal, suspension, and expulsion:

(a) Emergency removal from school, class, or activity:

1. A student may be removed immediately from school, a class, or an activity by the principal or his designee, provided the person taking the action has good and sufficient reason to believe that the student's presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the school, class, activity, or educational process of the student's school. The removal from school, class, or activity shall continue until:
 - a. The administrator meets with the staff member in order to determine the best return placement of the student, and
 - b. The danger or threat ceases, and
 - c. The Principal or his/her designee acts to impose discipline, impose suspension, or initiate expulsion.
2. The principal or his designee shall meet with the student as soon as reasonably possible following the student's removal and take or initiate corrective action or punishment.
3. In no case shall the student's opportunity for such meeting be delayed beyond the commencement of the next school day.
4. Prior to, or at the time any such student is returned to class or activities, the principal shall notify the teacher or school personnel who removed the student therefrom of the action which has been taken or initiated.

(b) Suspension.

1. The principal or his designee shall have the authority to temporarily suspend a student up to five (5) school days per incident or infraction.
2. Prior to the suspension of any student, a conference shall be conducted with the student as follows:
 - a. An oral or written notice of the alleged misconduct and violations of School District rules shall be provided to the student;
 - b. An oral or written explanation of the evidence in support of the allegation(s) shall be provided to student;
 - c. An oral or written explanation of the corrective action or punishment which may be imposed shall be provided to the student; and,
 - d. The student shall be provided the opportunity to present his/her explanation.

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3. In the event of suspension, the parent(s) or guardians of the student shall be notified of the reason for the student's suspension and the duration of the suspension orally and/or by letter deposited in the U.S. mail as soon as reasonably possible. The notice shall inform the parent/guardian of the right to an informal conference and that the suspension may possibly be reduced as a result of such conference.
 4. The Superintendent may extend the temporary suspension an additional ten (10) school days if conditions warrant.
 5. The Board of Trustees may extend the suspension period for an additional five (5) school days if conditions warrant.
 6. Make-up work and homework will be made available upon request. The responsibility of collecting the work will be that of the parent or guardian.
 7. If the parent(s)/guardian(s) does not respond to the request for a meeting, the principal may, if s/he determines there is no chance for rehabilitation, without parental cooperation, begin the process of expulsion.
- (c) Expulsion. The following procedure shall be followed when disciplinary actions result in expulsion:

INFORMAL HEARING

The Informal Hearing may be waived at the discretion of the Superintendent determined by the severity of the discipline violation. In the event the Informal Hearing is waived, the Superintendent shall make a recommendation for a formal expulsion hearing before the Board.