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## **1.0 SCOPE:**

- 1.1 This procedure describes the discipline process for student conduct and behavior issues; describes offenses and applicable consequences.

## **2.0 DEFINITIONS:**

- 2.1 CARE Team: A group of school administrators, counselors, and teachers specially trained to help students who are making unhealthy or unsafe life decisions.
- 2.2 Conflict Management: Managing a conflict by using a set of defined skills to identify issues, develop options, gain mutual consensus, and act on the agreements.
- 2.3 Detention: Assignment to a designated area before, during, or after school due to disciplinary infractions.
- 2.4 Distribution: To give out, dispense materials among recipients.
- 2.5 Expulsion: Removal by School Board or designee of a student from school building(s)/property, school transportation, and from participation in school activities.
- 2.6 In-school suspension: Temporary removal of student from classroom and/or school activities by an administrator or designee, which included assignment to a designated room or area within the school building.
- 2.7 Individualized Education Program (IEP): An education program planned by school and parents as mandated by the Individuals with Disabilities Education Act (IDEA).
- 2.8 Individualized Education Program (IEP) Team: The group of person who are required by law to be responsible for establishing eligibility for special education services and making placement decisions under IDEA and/or section 504 of the Rehabilitation Act of 1973.
- 2.9 ORS: Oregon Revised Statutes.
- 2.10 Possession: To hold as property.
- 2.11 Restitution: Reimbursement for actual loss or damage. At the discretion of the principal or his/her designee, restitution may be made through school or school-designated community service.
- 2.12 Sell: To give up, deliver, or exchange property, goods, or services for money or its equivalent.
- 2.13 Special Project: A project as determined by the school administrator, which must be relevant to the incident and to which the student must dedicate an appropriate amount of time and energy.
- 2.14 Student Services Team (SST): A group of individuals, including teacher and special education specialist, who are aware of student's need for special education services and placement.
- 2.15 Suspension: Temporary removal of a student from all school building(s)/property and from participation and/or attendance in or at school activities or District-sponsored events and/or activities, including athletics and access to school transportation. Suspension shall not extend beyond ten (10) school days.
  - 2.15.1 Continuing suspension: The temporary removal of a student from all school building(s)/property and from participation and/or attendance in or at school or District-sponsored events and/or activities including athletics and access to school transportation for more than ten (10) school days, but for less than the remainder of the semester, until examination, expulsion, or incarceration by court action.

2.15.2 Emergency suspension: The immediate removal of a student from all school building(s)/property and from participation and/or attendance in or at school or District-sponsored events and/or activities, including athletics and access to school transportation.

2.16 Youth Services Team (YST): A community-based group of agency and school personnel dealing with youth-related issues focusing on the prevention of delinquency.

### **3.0 PROCEDURE:**

3.1 This procedure applies to student conduct, which occurs while a student is:

- 3.1.1 On school premises before, during, or after normal school hours including any time when the school is being used for a school-sponsored event.
- 3.1.2 At a school-sponsored event before, during or after normal school hours, including field trips and school-sponsored tours and activities in another city, state or country.
- 3.1.3 Traveling to and from school or a school-sponsored event.
- 3.1.4 Enrolled in summer school and/or intersessions.
- 3.1.5 Off school premises, during a normal school day, when such conduct involves threats of harm to students, staff and/or District property. Off school premises during normal school hours, when such conduct involves threats of harm to students, staff and/or District property. This could include conduct occurring during normal school hours at an offsite location in a reasonable proximity to a school as determined at the discretion of a school official. For example, distribution of drugs or alcohol or a fight using a weapon in a park near the school during normal school hours.

3.2 Referral Process:

- 3.2.1 Employees will receive instruction at the beginning of each school year regarding the referral procedures and resources.
- 3.2.2 Staff members will refer students to school personnel, the Individualized Educational Plan (IEP) Team, CARE Team, Student Services Team, and/or the Youth Services Team, as appropriate.
- 3.2.3 If a student is a student with a documented disability, is on a 504 plan, or is eligible for special education services, the staff members will use the process outlined in section 3.4 of this procedure in conjunction with this referral process as appropriate.

3.3 Administration of Consequences:

- 3.3.1 The building principal or his/her designee will consider criteria such as age, severity of the offense, number of prior offenses, past pattern of behavior, mitigating circumstances, and/or willingness of the student to accept responsibility for his/her actions.
- 3.3.2 The age appropriateness of a particular consequence will be taken into consideration.
- 3.3.3 In accordance with Oregon Revised Statute, the use of out-of-school suspension or expulsion as discipline of a student in the fifth grade or below, is limited to:
  - 3.3.3.1 Non-accidental conduct causing serious physical harm to a student or employee;
  - 3.3.3.2 When an administrator determines, based on his/her observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees; or
  - 3.3.3.3 When suspension or expulsion is required by law.

- 3.3.4 The list of consequences for each offense describes the usual and customary consequence.
  - 3.3.5 The expectation is that the listed consequence(s) will be utilized. If an administrator contemplates deviating from the prescribed consequences as outlined in this procedure, he/she will first inform his/her supervisor.
  - 3.3.6 Consequences may also include students being denied participation in extra- and co-curricular activities, and titles and/or privileges available to or granted to students may be denied and/or revoked. Examples include but are not limited to: valedictorian, salutatorian; student body, class or club office positions; optional field trips, or ceremonies and/or activities related to graduation, athletic events, and school sponsored dances or parties (including prom).
  - 3.3.7 In cases of grievous and/or aggravated offenses, those which cause emotional distress, such as harassment and/or intimidation, those which cause physical pain to another, or those which are destructive to property, the District is not limited to the first consequence; but rather, as determined by the administrator, may choose a more serious consequence from the list of progressive discipline options.
  - 3.3.8 In instances where suspension or expulsion is indicated as a consequence, readmission of the student may be contingent upon a written agreement involving the student, parent or other person in parental relationship, the principal or his/her designee, and any involved law enforcement representative.
    - 3.3.8.1 The contract may include completion of assigned homework and/or special project.
    - 3.3.8.2 The consequence cannot preclude the readmission of a student with a disability.
  - 3.3.9 In instances where parent contact or involvement is required, a person in a parental relationship with the student may be utilized.
- 3.4 Discipline of Students with Disabilities:
- 3.4.1 Discipline of a student with a disability will comply with the provisions of 20 USC § 1400 to 1485 and all other applicable federal and state statutes and regulations.
  - 3.4.2 Individual disciplinary procedures shall be discussed with the parent or other person in parental relationship of the student during the Individual Education Program process and may be included in an Individual Education Program (IEP) at the discretion of the IEP team.
  - 3.4.3 In developing the IEP, the IEP Team shall review the needs of the student and the manner in which the disability may affect behavior.
  - 3.4.4 If it is determined that the student cannot be expected to follow acceptable behavior patterns because of substantial interference from the disability, the Individualized Education Program must specify the procedures to be followed if unacceptable behavior occurs.
  - 3.4.5 Nothing in this subsection is intended to negate or diminish the due process rights afforded to non-disabled students.

### **3.5 Offenses and Consequences: Acts Against Persons**

#### **3.5.1 Assault and Aggressive Behavior –**

- 3.5.1.1 Assault, Physical: To intentionally, knowingly, or recklessly cause physical injury and/or cause substantial pain to another person.
- 3.5.1.2 Aggressive Behavior: Physical behaviors directed toward another person, including, but not limited to kicking, hitting, biting, shoving, tripping, slapping, or attempting to injure.

3.5.1.3 Consequences may include:

- 3.5.1.3.1 The student may be placed in a setting where the behavior will receive immediate attention.
- 3.5.1.3.2 A student who physically assaults another person will not be returned to the classroom until his/her assigned consequence has been complete and may, at the discretion of the District, be reassigned to another class, classroom, or school.
- 3.5.1.3.3 Contact with parent.
- 3.5.1.3.4 Conflict management meeting for involved parties.
- 3.5.1.3.5 Suspension for up to ten (10) school days. For K-5 students, refer to section 3.3.3.
- 3.5.1.3.6 Restitution for personal or school property damaged/destroyed in connection with the assault.
- 3.5.1.3.7 Referral to law enforcement authority.
- 3.5.1.3.8 Conference with parent prior to return of student to school.

3.5.1.4 Supplemental: The consequences below may only be used in conjunction with the consequences listed above.

- 3.5.1.4.1 Continuing suspension and a recommendation for expulsion.
- 3.5.1.4.2 Current evaluation from a community resource, such as a licensed mental health professional, at the expense of parent prior to readmission to school. If an evaluation is required for readmission, staff will provide the parent a list of community resources with sliding fee scale.
- 3.5.1.4.3 Submission of student name to the Threat Assessment Team.

**3.5.2 Threats, Harassment, Intimidation, Bullying, Discriminatory Harassment, and Sexual Harassment –**

3.5.2.1 Threat/Threaten: To place another person in fear of imminent physical injury by word (written or verbal) or conduct

3.5.2.2 Harassment, intimidation or bullying: Any act that substantially interferes with a person's educational opportunities or performance, that takes place on school property, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- 3.5.2.2.1 Knowingly placing a person in reasonable fear of physical harm or reasonable fear that damage may occur to the person's property, or
- 3.5.2.2.2 Creating a hostile educational environment, which serves to distress threaten, demean, annoy, or torment another person.

3.5.2.3 Discriminatory Harassment: Verbal, written, or physical abusive behavior or conduct on the basis of race, color, national, origin, sex, or disability in violation of applicable federal or state civil rights laws, which interferes with a person's education and/or a person's participation in school activities, or that creates an intimidating, hostile, or offensive school-related environment.

3.5.2.4 Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature that interferes with a person's education

and/or a person's participation in school activities, or that creates an intimidating, hostile or offensive school-related environment

3.5.2.5 Consequences may include:

- 3.5.2.5.1 Contact with parent.
- 3.5.2.5.2 Conflict management meeting for involved parties.
- 3.5.2.5.3 In-school suspension with a special project.
- 3.5.2.5.4 Suspension for up to ten (10) school days, with a special project. For K-5 students, refer to section 3.3.3.
- 3.5.2.5.5 Referral to law enforcement authority.
- 3.5.2.5.6 Conference with parent prior to return of student to school.

3.5.2.6 Supplemental: The consequences below may only be used in conjunction with the consequences listed above.

- 3.5.2.6.1 Continuing suspension and a recommendation for expulsion when an administrator deems the offense poses a threat to the health or safety of students or school employees and/or previous strategies to correct the behavior have been ineffective and/or the behavior is repeated.
- 3.5.2.6.2 Current evaluation from a community resource at the expense of parent prior to readmission to school.
- 3.5.2.6.3 Submission of student name to the Threat Assessment Team.

**3.6 Offenses and Consequences: Acts that Disrupt the Educational Environment**

3.6.1 **Insubordination** – Behaviors which are defined as insubordinate may include but are not limited to disobeying or defying the authority of District personnel; verbal, physical and/or profane or rude behaviors; disruption of any classroom, school or District-sponsored activity. Insubordination may also include student behavior that constitutes a safety risk to the student or others and/or multiple referrals for insubordinate behaviors.

3.6.1.1 This regulation is intended to give latitude to the staff in dealing with insubordinate behavior.

3.6.1.2 Consequences may include:

- 3.6.1.2.1 Removal from classroom or any District-sponsored activity for a period determined by the administrator who will consider the seriousness and frequency of the offense.
- 3.6.1.2.2 Contact and conference with parent.
- 3.6.1.2.3 Detention or in-school suspension.
- 3.6.1.2.4 Suspension for up to ten (10) school days, with a special project, or in-school suspension with a special project. For K-5 students, refer to section 3.3.3.
- 3.6.1.2.5 Continuing suspension and a recommendation for expulsion when an administrator deems the offense poses a threat to the health or safety of students or school employees and/or previous strategies to correct the behavior have been ineffective and/or the behavior is repeated.

3.6.2 **Weapons – Possession, concealing, or use while on school property or at any school sponsored event** – As defined in ORS 161.015(1) and (2) as any instrument or device of any kind which may inflict bodily harm. Possessing, transmitting, selling, or in any way displaying any weapon, device, instrument, material or substance, firearm, illegal explosive, or other implement which could reasonably be considered or used as a weapon, or attempted to be used as a weapon, or threatened to be used as a weapon, or is readily capable of causing death or serious physical injury, and/or which is of no reasonable or legitimate educational use to the student.

3.6.2.1 Consequences may include:

3.6.2.1.1 Confiscation of any item(s) related to the offense.

3.6.2.1.2 Contact and conference with parent.

3.6.2.1.3 Referral to law enforcement authority.

3.6.2.1.4 Continuing suspension and a recommendation for expulsion.

3.6.2.1.5 In accordance with ORS 339.250(6) and ORS 339.250(5), a student may be expelled from school for a period of not less than one year for possessing, concealing, or using a weapon, as defined in section 3.6.2 of this procedure, while on school property, traveling to or from school, any school sponsored event, or at any interscholastic activity administered by a voluntary organization.

3.6.2.1.6 An administrator may offer a student an alternative consequence, as determined by the school administration team, in lieu of expulsion when the school administration team determines there are sufficient mitigating factors that justify an alternative consequence under section 3.10.

3.6.2.1.6.1 Alternative consequences may include, but are not limited to: suspension from school, drug/alcohol assessment/treatment at the expense of the parent, a one-page paper documenting what the student has learned from the incident, community service, participation in group counseling or 1:1 counseling at the expense of the parent, and participation in extra- and co-curricular activities, and titles and/or privileges available to or granted to students being denied and/or revoked.

3.6.2.1.6.2 The option of an alternative consequence as described above may be offered to a student once during their middle school years and once during their high school years.

3.6.2.2 Consequences for subsequent offenses may include continuing suspension and a recommendation for expulsion.

3.6.3 **Look-Alike Weapons** – Possessing, transmitting, selling, or in any way displaying any device, instrument, material or substance, or other implement which could reasonably be perceived as a weapon, and/or which is of no reasonable or legitimate educational use to the student.

3.6.3.1 Consequences may include:

3.6.3.1.1 Confiscation of any item(s) related to the offense.

3.6.3.1.2 Contact and conference with parent.

3.6.3.1.3 In-school suspension.

3.6.3.1.4 Suspension for up to ten (10) school days. For K-5 students, refer to section 3.3.3.



- 3.6.3.1.5 Referral to law enforcement.
- 3.6.3.1.6 Continuing suspension and a recommendation for expulsion when an administrator deems the offense poses a threat to the health or safety of students or school employees and/or previous strategies to correct the behavior have been ineffective and/or the behavior is repeated.
- 3.6.4 **Alcohol and Other Drugs – Possession, use of, or being under the influence** – Possession, use of, or being under the influence of, an alcoholic beverage; inhalants, including solvents and other dangerous substances; or any other drug as defined by but not necessarily limited to the Uniform Controlled Substance Act, ORS 475.005; possession of paraphernalia, possession of look-alikes being represented as being a controlled substance(s), and/or misuse of prescription or non-prescription drugs.
  - 3.6.4.1 The proper, prescribed use of medication obtained by medical prescription from an appropriate medical provider shall not be considered a violation of this rule.
  - 3.6.4.2 Consequences may include:
    - 3.6.4.2.1 Confiscation of any item(s) related to the offense.
    - 3.6.4.2.2 Contact and conference with parent.
    - 3.6.4.2.3 Referral to law enforcement authority.
    - 3.6.4.2.4 Referral to counselor who may also refer to the CARE Team, Youth Services Team, and/or IEP Team, if a special education student.
    - 3.6.4.2.5 Suspension, in or out of school, for up to ten (10) days. For K-5 students, refer to section 3.3.3.
    - 3.6.4.2.6 Continuing suspension and a recommendation for expulsion.
    - 3.6.4.2.7 An administrator may offer a student an alternative consequence, as determined by the school administration team, in lieu of expulsion when the school administration team determines there are sufficient mitigating factors that justify an alternative consequence under section 3.10.
      - 3.6.4.2.7.1 Examples of alternative consequences may include, but are not limited to: suspension from school, drug/alcohol assessment/treatment at the expense of the parent, a one-page paper documenting what the student has learned from the incident, community service, participation in group counseling or 1:1 counseling at the expense of the parent, participation in extra- and co-curricular activities, and titles and/or privileges available to or granted to students being denied and/or revoked.
  - 3.6.4.2.8 The option of an alternative consequence as described above may be offered to a student once during their middle school years and once during their high school years.
  - 3.6.4.2.9 Continuing suspension and a recommendation for expulsion when an administrator deems the offense poses a threat to the health or safety of students or school employees and/or previous strategies to correct the behavior have been ineffective and/or the behavior is repeated.
- 3.6.5 **Alcohol and Other Drugs – Selling, possession with the intent to sell, or distribution** – Selling, possession with the intent to sell, or distribution of, an alcoholic beverage; inhalants, including solvents and other dangerous substances; or any other drug as defined by but not

necessarily limited to the Uniform Controlled Substance Act, ORS 475.005; including look-alikes being represented as being a controlled substance(s), and/or misuse of prescription or non-prescription drugs.

3.6.5.1 The proper, prescribed use of medication obtained by medical prescription from an appropriate medical provider shall not be considered a violation of this rule.

3.6.5.2 Consequences may include:

3.6.5.2.1 Confiscation of any item(s) related to the offense.

3.6.5.2.2 Contact and conference with parent.

3.6.5.2.3 Referral to law enforcement authority.

3.6.5.2.4 Referral to counselor who may also refer to the CARE Team, Youth Services Team, and/or IEP Team, if a special education student.

3.6.5.2.5 Continuing suspension and a recommendation for expulsion when an administrator deems the offense poses a threat to the health or safety of students or school employees and/or previous strategies to correct the behavior have been ineffective and/or the behavior is repeated. For K-5 students, refer to section 3.3.3.

3.6.6 **Tobacco** – Smoking, possessing, selling, buying, transmitting, distributing, or otherwise using tobacco or tobacco products; look-alike tobacco and tobacco products, and those substances represented as being tobacco and tobacco products (such as e-cigarettes and their contents).

3.6.6.1 Consequences may include:

3.6.6.1.1 Confiscation of any item(s) related to the offense.

3.6.6.1.2 Contact and conference with parent.

3.6.6.1.3 Special project as assigned by administrator.

3.6.6.1.4 Suspension, in or out of school, for up to three (3) days. For K-5 students, refer to section 3.3.3.

3.6.6.1.5 Referral to law enforcement authority.

3.6.7 **Unauthorized Absences** – Unauthorized absence: Any unauthorized absence from class without prior permission from parent or person in parental role

3.6.7.1 Consequences may include:

3.6.7.1.1 Contact with parent for all unauthorized absences.

3.6.7.1.2 Any absence of more than five (5) consecutive days, direct contact from school personnel.

3.6.7.1.3 Ten (10) absences over a four-week period, direct contact from school personnel.

3.6.7.1.4 Conference and/or development of a contract involving the parent, student, and school.

3.6.7.1.5 Detention or in-school suspension.

3.6.7.1.6 Referral to law enforcement authority.

3.6.7.1.7 Retention/failure to receive credit for coursework.



3.6.8 **Tardiness** – Arriving to school or to class after the scheduled, expected, or usual time, late.

3.6.8.1 Consequences may include:

3.6.8.1.1 Contact with parent.

3.6.8.1.2 Conference and/or development of a contract involving the parent, student and school.

3.6.8.1.3 Detention or in-school suspension.

3.6.8.1.4 Retention/failure to receive credit for coursework.

### **3.7 Offenses and Consequences: Acts Against Property**

3.7.1 **Fire-setting** – Any act or attempted act of fire-setting

3.7.1.1 Consequences may include:

3.7.1.1.1 Confiscation of any item(s) related to the offense.

3.7.1.1.2 Contact and conference with parent.

3.7.1.1.3 Referral to law enforcement authority (including the fire marshal).

3.7.1.1.4 Restitution.

3.7.1.1.5 Removal from participation in school activities until restitution is made.

3.7.1.1.6 Suspension for up to ten (10) school days. For K-5 students, refer to section 3.3.3.

3.7.1.1.7 Continuing suspension and a recommendation for expulsion when an administrator deems the offense poses a threat to the health or safety of students or school employees and/or previous strategies to correct the behavior have been ineffective and/or the behavior is repeated.

3.7.2 **Misuse of Computer Networks and Internet** – Any use or misuse of any network and/or internet system to threaten damage to District property or personnel or in any way sabotages or modifies District programs, the District's computer networks and/or internet system, as defined in District policy INS-A004.

3.7.2.1 Consequences may include:

3.7.2.1.1 Contact with parent.

3.7.2.1.2 Temporary revocation of system privileges for a minimum of thirty (30) calendar days.

3.7.2.1.3 In-school suspension.

3.7.2.1.4 Suspension for up to ten (10) school days. For K-5 students, refer to section 3.3.3.

3.7.2.1.5 Permanent revocation of system privileges.

3.7.2.1.6 Referral to law enforcement.

3.7.2.1.7 Continuing suspension and a recommendation for expulsion when an administrator deems the offense poses a threat to the health or safety of students or school employees and/or previous strategies to correct the behavior have been ineffective and/or the behavior is repeated.

**3.7.3 Property Damage and Theft –**

3.7.3.1 Property Damage: Deliberate or intentional damage to any District facility and property and/or property belonging to the District or to another individual, including, but not limited to, improper care of books, locker and lock.

3.7.3.2 Theft: The act of stealing; the wrongful taking of the personal goods or property of another.

3.7.3.3 Consequences may include:

3.7.3.3.1 Contact with parent.

3.7.3.3.2 Restitution.

3.7.3.3.3 In-school suspension.

3.7.3.3.4 Suspension for up to ten (10) days. For K-5 students, refer to section 3.3.3.

3.7.3.3.5 Removal from participation in school activities until restitution is made.

3.7.3.3.6 Continuing suspension and a recommendation for expulsion when an administrator deems the offense poses a threat to the health or safety of students or school employees and/or previous strategies to correct the behavior have been ineffective and/or the behavior is repeated.

3.7.3.4 Supplemental: The consequences below may only be used in conjunction with the consequences listed above.

3.7.3.4.1 Referral to law enforcement authority.

3.7.3.4.2 Meeting for involved parties.

3.7.3.4.3 Referral to a community mental health resource at expense of the parent.

**3.8 Suspensions:**

3.8.1 A student whose conduct or behavior violates District policies, procedures, and/or code of conduct provisions may be suspended. The school administrator will determine the applicable offense and consequence section and may exercise one of the following options:

3.8.1.1 In-school suspension

3.8.1.2 Suspension

3.8.1.3 Continuing suspension

3.8.1.4 Emergency suspension

3.8.1.4.1 If the presence of a student poses a continuing threat or danger to himself/herself or to other persons he/she may be suspended on a temporary basis.

3.8.2 In-school suspension process:

3.8.2.1 The parent or other person in parental relationship will be notified.

3.8.2.2 No hearing is required prior to an in-school suspension.

3.8.2.3 The student will be given class work.

- 3.8.2.4 If a student is to be held after school, the parent or other person in parental relationship will notified.
- 3.8.3 Suspension process:
- 3.8.3.1 An informal hearing shall be conducted by the principal or his/her designee prior to suspending a student. In the case of an emergency suspension, the informal hearing may be conducted the next day.
- 3.8.3.1.1 Oral or written specifications of the charges shall be provided to the student.
- 3.8.3.1.2 If the student denies the charges, the principal or his/her designee shall explain the evidence, which substantiates the charges.
- 3.8.3.1.3 The students shall have an opportunity to present his/her version of the facts.
- 3.8.3.2 If a suspension is ordered, during regular school hours on a regular school day, the principal or his/her designee shall notify, if at all possible by telephone in addition to written notification, the student and the parent or other person in parental relationship of the suspension and the reasons for the action.
- 3.8.3.2.1 If the parent or other person in parental relationship cannot be contacted the decision to send the student home, to allow the student to remain on the school premises, or to refer the student to the proper authorities will be made after taking into consideration the age and maturity of the student and the nature of the misconduct which has led to the suspension.
- 3.8.3.3 If suspension is ordered, the principal or his/her designee shall, as soon as practicable, give written notification to the student and parent or other person in parental relationship, such notice to include:
- 3.8.3.3.1 The terms of the suspension and the conditions, if any, for reinstatement.
- 3.8.3.3.2 The methods and conditions by which the student's work will be made up.
- 3.8.3.3.3 The appeal process.
- 3.8.4 If a student is emancipated or 18 years of age or over, the parent or other person in parental relationship need not be notified.
- 3.8.5 The length of a suspension shall not be interrupted by a District authorized break in school days of more than seven (7) calendar days, unless it is a continuing suspension.
- 3.8.6 When an out-of-school suspension is ordered for a K-5 student, the district shall take steps to prevent the recurrence of the behavior that led to the suspension and return the student to a classroom setting to minimize the disruption of the student's academic instruction.
- 3.9 Academic credit:
- 3.9.1 No academic penalties shall be imposed on a student because of a suspension.
- 3.9.2 A suspended student shall have the responsibility and obligation to complete all assignments and tests missed during the suspension period according to the procedures established by the principal or his/her designee.
- 3.10 Alternative to out-of-school suspension or expulsion:

- 3.10.1 An alternative to out-of-school suspension or expulsion may be considered if such action would provide a student with opportunity to change his/her behavior; however, the student might still be removed from the environment that he/she is unable to manage responsibly.
- 3.10.2 The building principal or his/her designee will consider criteria such as: severity of the offense, number of prior offenses, mitigating circumstances, and/or willingness of the student to accept responsibility for his/her actions.
- 3.10.3 If the alternative to suspension is participation in a community-based prevention or intervention program, the parent or other person in parental relationship or an emancipated student will assume all responsibility for expenses incurred as a result of the participation by the student and/or his/her family in such a program.

**3.11 Appeal Process for Suspension:**

- 3.11.1 A parent/legal guardian or the student if they are 18 years of age or older shall have two (2) school days from the school administration’s decision to suspend, in which to appeal the decision to the Superintendent or his/her designee.
  - 3.11.1.1 The appeal will be reviewed based on the written record of the suspension only.
- 3.11.2 The Superintendent or his/her designee will review the record and/or may conduct an informal hearing, and render a written decision within three (3) school days from the notice of the appeal.
  - 3.11.2.1 A parent/legal guardian or the student if they are 18 years of age or older have the right to appeal the Superintendent’s or his/her designee’s decision to the Board within two (2) school days from the receipt of said decision.
  - 3.11.2.2 The School Board may in its discretion grant a final review.
  - 3.11.2.3 The appeal will be reviewed based on the written record of the suspension only.

**4.0 ASSOCIATED DOCUMENTS:**

- 4.1 Discipline Policy – INS-A001
- 4.2 Expulsion Procedure – INS-P029
- 4.3 Student Acceptable Use of Electronic Resources Policy – INS-A004

**5.0 REVISION HISTORY:**

Date	Description
	See archives for document history
5/23/16	Added language to align with SB 533 related to the use of suspension for students in grade 5 or below. See section 3.33.
12/3/19	Specified “optional” field trips in section 3.3.6.

**6.0 APPROVAL AUTHORITY:**

6.1 **Assistant Superintendent**

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*(approval on file)*  
Signature Date