

## Students

Series 500

Policy Title : Disciplinary Procedures and/or Penalties (Responsibility) Code No. 503.1-R1  
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As set forth in the rules and regulations of the Board of Education and the Administration, discipline shall be subject to the following procedures and penalties. These actions are authorized to be taken either individually or collectively by the designated school official.

### **A. Classroom Teacher Responsibility**

Teachers are responsible for classroom discipline; therefore, actions for disciplinary offenses are the responsibility and the obligation of the classroom teacher. The term “classroom teacher” is used in a broad sense and is to include educational aides or any other staff member involved in the process of supervising or instructing students. An offense that is not greatly disturbing to the class routine is a minor offense; however, it is possible that repeated minor offenses could become a major problem. The classroom teacher is authorized to take the following possible actions:

1. **Verbal correction**
2. **Denial of classroom privileges**
3. **Removal - from a class or activities of the class.** Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student. Policy 503.1 and it's accompanying regulation are not intended to address the use of therapeutic classrooms or seclusion rooms for students. Secondary students excluded from class by a classroom teacher may not be readmitted to the same class the day of the infraction and a conference may be held by the principal with the student and teacher prior to readmission to the class. Elementary students excluded from a class by a teacher may be readmitted the same day following a conference with the student and teacher.
4. **Detention.** Detention is requiring the student to serve disciplinary time before and/or after school or at other times determined by the teacher or administrator. The time served shall be supervised and the student shall be required to do constructive work. Detention should be served within the day of the violation, if possible. A bus student may serve the detention on the following day, if necessary, so that transportation arrangements may be made.
5. **Physical restraint.** Restraint is considered an act of controlling the actions of a student when the student's actions may inflict harm to self or to others and is not considered physical punishment. Teachers and administrators may use reasonable and necessary physical force to prevent a student from harming self or others. See Board Policy 503.5/503.5E.

6. **Restitution.** Restitution is the act of making up for damages or harm caused by the student's actions which resulted in the implementation of disciplinary procedures. A student may be held responsible for situations where school or personal property is damaged as a result of the student's actions which resulted in the implementation of disciplinary procedures.

#### **B. Administration Responsibility**

When a situation arises in which the educational process is unable to proceed or if the situation is of a serious nature, the classroom teacher can no longer be considered the sole disciplinarian.

The student who causes serious disturbances in the classroom shall be referred to the building principal or designee for assistance in correcting the discipline problem. The building principal shall maintain, review, and provide to the staff and students guidelines that will foster a positive learning environment. When a student has been referred to the principal or designee for breach of discipline, the principal may take any of the actions outlined previously for teachers. In addition to these actions, the principal is authorized to take any of the following steps if deemed necessary:

1. Suspension (either an in-school suspension, an out-of-school suspension) means a restriction from school activities or loss of extracurricular eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten (10) consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school property, classes and activities. An out-of-school suspension will not exceed ten (10) consecutive school days. A restriction which is limited to school activities means a student will attend school, classes and practice but will not participate in school activities.
2. Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension means the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.
3. Suspension to Consider Expulsion. In the event an apparent breach of discipline is so aggravated that in the opinion of the building principal, expulsion of a student might be considered, the principal or designee may suspend a student for such length of time as may be necessary to determine whether the student should be expelled. In such case, the principal should arrange a conference with the student, the student's parents or guardians, and the Director of Special Services, or the Director of Human Resources when the Director of Special Services is unavailable, to consider whether or not the student has been guilty of a breach of discipline so aggravated that the matter should be submitted to the Board of Education to consider the expulsion of the student from school. The Board of Education will hold a hearing within ten (10) school days of the commencement of the suspension. If the hearing cannot be held within ten (10) school days of the commencement of the suspension, an alternate educational plan will be arranged for the student.
4. Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, property, classes and activities, for a

period of time set by the board. Discipline of special education students, including suspensions and expulsions, will comply with the provisions of applicable federal and state laws.

5. Cooperation with Law Enforcement Officials. If students are involved in fighting, police may be called and students may be taken to the police station. They may be charged with disorderly conduct or one of various levels of assault and referred to juvenile authorities. Police may be involved in other criminal actions such as theft or possession of alcohol, drugs, tobacco, nicotine, and weapons. In the case of tobacco possession, the student will be cited while at school.

**Board of Education Responsibility**

Expulsion from school may be imposed by the Board of Education (See expulsion procedure, Board Policy 503.2)

Adopted: January 16, 2018

Reviewed:

Amended: January 19, 2021