

**CRESCENT  
HIGH SCHOOL/MIDDLE SCHOOL  
STUDENT DISCIPLINARY HANDBOOK  
2017-2018**



**HANDBOOK  
of  
STUDENT CONDUCT AND CORRECTIVE ACTION  
in the  
CRESCENT SCHOOL DISTRICT**

## INTRODUCTION

The Crescent staff takes great pride in being members of a small school that is friendly, safe, and orderly. We are committed to maintaining a learning environment where students and adults are treated with respect and dignity. Student citizenship is recognized and honored at Crescent. The Crescent staff has high expectations for student behavior.

The rules and guidelines presented here are offered to regulate student conduct and to provide students with the greatest opportunity for academic success and social growth. Appropriate student conduct is an essential part of the educational process.

The Crescent School District's expectations for student behavior are reasonable and consistent with the values of our community and state. Students who do not follow the code of conduct may struggle academically and will be subject to various corrective actions including detention / in school suspension to be served in the new Student Support Center, out-of school suspension or expulsion from school.

### ***Student Support Center (SSC)***

*What goes on in the SSC?* The Student Support Center is a supervised classroom designed to serve a number of purposes. If prearranged by teachers, students may work on assignments or complete tests or quizzes in a quiet atmosphere. The SSC also serves as a "time out" location, where students can go to self-manage behavior and emotions such that they will be able to benefit from instruction in the regular classrooms. Some students visit the SSC during break and recess time to serve the times which have been assigned to them as consequences for inappropriate actions. It is also used for students who have been suspended so that they can keep up on their studies and obtain assistance working on their re-entry plans.

Students are encouraged to come to school to learn and participate in the many enjoyable extra-curricular activities that are available to every student in our small school. Participation, citizenship, and daily attendance are the prerequisites for success. It is said that the world is run by the people who show up. Make it a point to attend school every day.

Every student is encouraged to take advantage of the Crescent School experience. The handbook is intended to help guide each student smoothly through a critical chapter in their formative years.

This handbook is also in compliance with Public Law 101-226, Drug-Free Schools and Communities Act Amendments. Compliance with standards of conduct is mandatory.



## HIGH SCHOOL/MIDDLE SCHOOL DISCIPLINARY HANDBOOK

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## **DEFINITIONS (listed alphabetically)**

### ***Detention / Wednesday Extended Detention***

Detention is serving time as a consequence or punishment that is assigned to the student by a member of the office staff.

### ***Discipline***

Discipline is all forms of corrective action or punishment other than suspension and expulsion and shall include the exclusion of a student from a class by a teacher or administrator for a period of time not to exceed the remainder of the day. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or in behalf of a school district, including its athletic program and district transportation.

### ***Emergency Expulsion***

Emergency Expulsion is the immediate denial of school attendance due to an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process.

### ***Emergency Removal***

Emergency removal is the immediate removal of a student from a class, subject or activity by a teacher or administrator when the student's presence poses an immediate and continuing danger to the student or school personnel, or an immediate and continuing threat of substantial disruption of the class, subject, activity or educational process of the student's school.

### ***Expulsion***

Expulsion is a denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. An expulsion also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

### ***Long-Term Suspension***

Long-term suspension is an out-of-school suspension which exceeds a "short-term suspension".

### ***Parent***

Parent or parents includes any natural, adoptive, or custodial parent or guardian.

### ***School Business Day***

School business day is any calendar day except Saturdays, Sundays and state school holidays, upon which the office of the superintendent of the school district is open to the public. School business days shall be concluded upon the closure of the superintendent's office for the calendar day.

### ***Short-Term Suspension***

An in-school suspension of any portion of a calendar day up to and not exceeding 5 full school days, or an out-of-school suspension for 5 calendar days up to and not exceeding ten consecutive school days.

### ***Suspension***

Suspension is the 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. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented, or controlled by the school district.

## **STUDENT CODE OF CONDUCT AND RESPONSIBILITIES**

Appropriate student conduct is an essential part of the educational process. The following five Basic Rules of Student Behavior reflect the high expectations that the Crescent School District holds for student conduct:

- (1) Students will do all they can to gain the best education possible.
- (2) Students will respect the rights, feelings and property of others.
- (3) Students will demonstrate quietness and order at the appropriate time and place.
- (4) Students will assist with safety and cleanliness at all times at Crescent School.
- (5) Students will respect and obey all federal, state and local laws.

As a direct reflection of these rules, any conduct which materially and substantially interferes with the educational process is prohibited on school grounds, on school sponsored transportation, and at school events off school grounds. Students shall comply with school district policies, school rules, school bus rules (Appendix A, page 23), co-curricular activity guidelines (Appendix C, page 28), parking regulations and with the directions of teachers, student teachers, substitute teachers, educational assistants, principals or other authorized school personnel when they are properly under the authority of school personnel.

## CONSEQUENCES FOR STUDENT MISCONDUCT

Corrective action is a logical consequence for student conduct in violation of disciplinary standards. All corrective action will be administered in accordance with the rules and regulations appearing in this handbook. For minor infractions, teachers will use a "step type" discipline system in their rooms. When a student has exceeded the last step in the teacher's system, or when a student's conduct is serious enough to warrant immediate attention by other school authorities, the student will be referred to the office for school-wide corrective action.

### LEVELS OF CORRECTIVE ACTION

**Discipline:** All forms of corrective action or punishment **other than** suspension and expulsion and shall include exclusion of a student from class by a teacher or administrator for not more than one day.

Type	Authority	Notification	Limit
Classroom	Teacher	Parent	
Detention	Teacher/Principal	Principal/Parent	4 Hours

**Suspension:** 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 the stated period of time.

Type	Authority	Notification	Limit
Short term up to 10 days	Principal	Superintendent/Parent	Up to 10 days
Long term	Principal	Superintendent/Parent	11 + days

**Expulsion:** Denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time.

Type	Authority	Notification	Limit
Emergency expulsion	Principal	Superintendent/Parent	Until Conference
Expulsion	Principal	Superintendent/Parent	

### Class Exclusion/Emergency Expulsion

In support of parent requests to improve the educational environment of the classrooms, the district has adopted a "No Tolerance" policy regarding class disruption. Students displaying chronic, inappropriate behavior after repeated warnings and other classroom consequences will be sent to the office to call a parent to pick them up for no less than the remainder of the day. Students who become chronic in their disruption (3 or more referrals in a 5-school day period) will receive an Emergency Expulsion until a re-entrance conference is held with the Principal/student/parent.

**NOTE:** The penalty for skipping assigned consequences will be as follows:

**Skipped Lunchtime Detention:** Students who skip lunch detention will be assigned to Wednesday extended detention. This is in addition to their skipped detention which will be served at their next available lunch period.

**Skipped Wednesday Detention:** Students who skip a Wednesday Extended Detention will serve a 3 day in-school suspension, starting the following day.

The following list of misconduct is intended to inform students and parents of the type of misconduct the District considers to be a material and substantial interference with the educational process. This list is not exclusive. However, students and parents should be aware that state regulations protect students' rights by granting school authorities the power to modify prescribed consequences in cases involving extenuating or exceptional circumstances.

Conduct marked with an asterisk (\*) has been judged following consultation with an ad hoc citizens committee to be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school, that students may be subject to suspension for a first-time offense, and to expulsion if there is good reason to believe other forms of corrective action would fail if employed. Second or repeated violations of various school policies, rules, and regulations, is often of equal or greater concern than single violations. The cumulative effects of these acts may determine the form of corrective action imposed, including suspension and/or expulsion. Administrative discretion is allowed on each individual case, and law enforcement may be informed. (WAC 392-400-245 to 420)

**Conduct marked with a pound sign (#) will be subject to disciplinary action and law enforcement referral.**

**Tardiness**

Students who are tardy to class will be assigned consequences as follows:

- First 3 tardies.....1 hour detention
- Second 3 tardies.....2 hours detention
- Each 3 tardies thereafter.....Wednesday extended detention

If a student can go for 15 school days without a tardy, the oldest one will be removed.

Students who are 10 minutes or more late to class without a valid excuse will receive an unexcused absence resulting in an automatic 1 hour detention.

**Cumulative Violations**

Students who consistently violate various rules, policies, and regulations, may be subject to suspension, notwithstanding the fact that each individual violation would not warrant such action.

Students will receive discipline sheets prior to noon detention of the day to be served.

**Student Support Center**

Out of class - Student behavior which is determined by a staff member to be so disruptive in nature that the student must be removed from class will be sent to the Student Support Center without prior notification of the parent

**THE DISTRICT MAY INFORM LAW ENFORCEMENT FOR SERIOUS VIOLATION OF THE DISCIPLINE CODE**

INFRACTION	RANGE OF CORRECTIVE ACTION	
# Alcohol /1 – Use or possession of alcohol – Possessing, using or being under the influence of an alcoholic beverage, or knowingly remain in any area where such activity is taking place.	60 days Suspension	Expulsion
# Alcohol / 2 –Sale or delivery of alcohol - Students shall neither distribute and/or sell nor attempt to distribute and/or sell any alcoholic beverages.	60 days Suspension	Expulsion
# Arson – Attempting to or setting a fire to a school building or property.	5 days Suspension	Expulsion
# Assault - The threatened, attempted, or use of force or violence upon another person.	Suspension	Expulsion
# Assault with a deadly weapon	Semester Suspension	Expulsion
# Battery - Intentional infliction of injury upon another person using a weapon or other instrument.	10 days Suspension	Expulsion
# Battery of a staff member	10 days Suspension	Expulsion
# Bomb threat – Threats to bomb or damage any public school building, facility or property.	Expulsion	Expulsion
# * Bullying/Intimidation- Any intentional written, verbal, or physical act to hurt or frighten a person	Detention/Suspension	Expulsion
Bus Violations – Warranting school wide discipline a) Defiance      b) Safety issues      c) Fighting	Detention	10 days suspension
Cell phone or other electronic device violation – Inappropriate or unauthorized use. All devices <b>must</b> be turned off and put out of view during class time. After first offense parent will be required to pick up phone or device.	Detention + confiscation of phone or device	5 days suspension
Cheating/plagiarism - Intentional deception in the preparation or completion of any school assignment, examination or project, or in the conduct of any school-related activity.	Detention	3 hours detention
Closed campus rule violation – leaving campus during school hours without permission. School parking lots, playgrounds and other designated areas per the Crescent School District campus map are NOT within the school campus boundaries.	Detention	5 days suspension
Computer network use agreement violation	Detention	5 days suspension
* Damage, Destruction of Property /1 - Reckless damage to school property or private property.	Detention and restitution	Expulsion
* Damage, Destruction of Property /2 - Deliberate, willful abuse, damage or misuse of school or student equipment, property, supplies, or facilities.	1 day Suspension and restitution	Expulsion
* Dangerous Action – Actions that could cause injury to self or others.	Detention	5 days suspension
* Defiance /1 – Failure or refusal to obey the lawful instructions of district personnel.	Detention	3 days suspension
* Defiance /2 – Continual, Willful, Repeated refusal to follow school rules and regulations. Open disregard or contempt for lawful authority.	3 days Suspension	Expulsion
* Disrespect /1 – Discourteous or disrespectful remarks or actions towards staff or students.	Detention/Suspension	Expulsion
* Disrespect /2 – Continual discourteous or disrespectful remarks or actions towards staff or students.	3 days Suspension	Expulsion
*. Disruptive Conduct - Use of inappropriate conduct to cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.	Detention	5 days suspension
Disruptive Dress and Appearance – Wearing of inappropriate clothing as describes in student handbooks. Clothing must be replaced or covered up.	Detention	5 days suspension



INFRACTION	RANGE OF CORRECTIVE ACTION	
# Drugs / 1 - Possession or use of Drugs – Possessing, using or being under the influence of any illegal substance, narcotic or hallucinogenic drug, noxious inhalant, or other intoxicant, drug paraphernalia, prescription drug prescribed to another, or knowingly remain in any area where such activity is taking place.	60 days Suspension	Expulsion
# Drugs / 2 - Sale or delivery of drugs - Students shall neither distribute and/or sell nor attempt to distribute and/or sell any unlawful drugs, controlled substances, hallucinogens, noxious inhalant, or other drugs, medications, or items purported to be such, or drug paraphernalia.	60 days Suspension	Expulsion
# Explosives - Possession or use of - A student shall not possess anything tending or serving to explode, such as firecrackers, bullets.	3 day Suspension	Expulsion
Extortion - The wrongful taking of a person's money or property with that person's consent but by the use of threat or violence.	5 day Suspension	Expulsion
False Accusations/Defamation - Untrue charges of wrong-doing and/or the making of defamatory statements.	Detention	5 days suspension
False Alarm - Intentionally activating a fire alarm for other than the intended purpose of the alarm.	3 day Suspension	Expulsion
Falsification/Forgery of Documents including computer network - Altering or falsifying times, names, dates, grades, addresses, or other data on school related documents.	Detention	Expulsion
* Fighting - Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to another person.	1-5 day Suspension	Expulsion
# * Gang intimidation/gang activity – Generally, any act, omission, speech or gesture, or the wearing, possessing, distributing or displaying of any clothing, jewelry, sign or any other thing on school property or in any place involving a school-related activity, in furtherance of, or to show evidence of membership in any group involved in illegal, intimidating or harassing conduct likely to cause a disruption in the school environment or present a threat to the health and safety of students or school personnel. Students shall also refrain from inciting, provoking, soliciting or pressuring others to engage in such conduct. A student may be suspended or expelled if the student is a member of a gang and knowingly engages in gang activity on school grounds.	Detention	Expulsion
Harassment - To persistently disturb, torment, or pester. The use of humor to degrade the character of, or injure the feelings of, another person. Having fun at the emotional expense of another person.	Detention	Expulsion
Hazing - Participating in, or conspiring to engage in, or conspiring for others to engage in harassing acts that injure, degrade or disgrace, or tend to injure, degrade or disgrace other individuals.	1 day Suspension	5 days suspension
Inappropriate Language - The use of vulgar or profane language by students whether spoken, written, or gestured.	Detention	5 days suspension
* Interference/Obstruction - Any action taken to attempt to prevent a staff member from exercising his/her lawfully assigned duties.	Detention	Expulsion
* Lewd Behavior/Sexual Misconduct - Indecent or obscene acts or expressions of inappropriate sexual behavior.	Detention	Expulsion
* Offensive social behavior - Activities that violate standards of acceptable social conduct. Including but not limited to spitting in public	Detention	5 days suspension
Public Display of Affection (PDA) – Kissing or extended hugging	Detention	1 day suspension

	Racial or Sexual Discrimination / Harassment – Racial harassment or discrimination of an individual(s) on the basis of age, gender, handicap, national origin, race, marital status, religion, sexual orientation, or socio-economic status by words, in writing, by gestures, or actions. Sexual harassment is defined as unwelcome sexual advances that are so severe, pervasive and objectively offensive that they deny or limit the student's ability to participate in or benefit from the school's program. Or when such conduct creates an intimidating, hostile or offensive school environment or is a threat to the health or safety of students or employees. Sexual harassment includes conduct by student to adult, by student to student, by male to female, by female to male, by male to male or by female to female.	3 days Suspension	Expulsion
*	Reckless driving - Driving on school property in such a manner as to endanger persons or property. Also includes passing a bus displaying flashing red lights. Consequence - restriction of driving privilege on campus for 10-30 days or remainder of quarter, whichever is greater.	Driving Restriction + Key turn in to office daily	10 days suspension
*	Reckless play/play fighting/rough-housing/wrestling - Reckless activities which pose a hazard to the safety and welfare of others.	Detention	5 days suspension
#	Robbery - The taking of the property of another by violence or intimidation.	10 days Suspension	Expulsion
	Skipped lunch detention/teacher detention.	Detention	1 day suspension
	Skipping class	Detention	5 days suspension
	Suspension Violation - Physically present at a school campus or at a school activity while under suspension.	3 days Suspension	Expulsion
	Tobacco – Possessing or using any kind of pipe, cigar, cigarette, chew or sniff tobacco products or any other lighted smoking equipment or material, any tobacco product, or any product that looks like tobacco. Any product that could reasonably be considered a tobacco product.	3 days Suspension	10 days suspension
	Tardiness - The late arrival to class without an official excuse.	See page 8	
# *	Theft - The carrying away of the personal goods or property of another person or the school district.	Detention + restitution	Expulsion
#	Trespass - Illegal entry upon school property or refusal to leave school grounds willingly.	3 days Suspension	10 days suspension
	Truancy - The absence from school without an official excuse.	See attendance page in handbook	
	Unauthorized entry - entry upon school property without authorization during school hours.	Detention	3 days suspension
	Unauthorized gatherings - The assembly or meeting of students on school property without permission of school authorities.	Detention	3 days suspension
	Unauthorized transporting of students off campus without written permission on file in office.	Detention	3 days suspension
#	Unauthorized use of school property - The unauthorized or illegal use of school property for non-school sponsored activities. Referral to law enforcement agency.	Detention	3 days suspension
	Unprepared for class- Not prepared to do daily work/missing homework	Detention	1 day suspension



## **DETENTION/IN SCHOOL SUSPENION/WEDNESDAY EXTENDED DETENION**

Lunch Detention will be served during student lunch breaks in 20 minute increments\* for as many days as required to complete their assigned time. Wednesday extended detention will be up to four hours long with middle school and high school starting at 1:30 p.m. In-school suspensions could be assigned for 1-6 periods. Parents of students getting detention or suspension will be notified of their student's consequences by having a discipline notice sent home both with their student and via U.S. Postal Service. Parents of students who receive an out-of-school suspension will be notified by phone.

### **RULES FOR DETENTION/IN SCHOOL SUSPENSION**

- ✓ Students will report immediately to the *Student Support Center* with their lunch. Failure to do so will result in additional disciplinary actions.
- ✓ Students assigned Wednesday extended detention will not be allowed to practice, rehearse, or participate in activities on the day of their suspension.
- ✓ Students may not choose out-of-school suspension (OSS) in place of ISS or Wednesday extended detention.
- ✓ Students should bring all books and homework to ISS/Wednesday extended detention. Students who do not bring work will be assigned a report to complete.
- ✓ Students will be given credit for all assignments completed in ISS/Wednesday extended detention.
- ✓ Lunch is served at noon for middle school and high school students in detention. Students may either bring a sack lunch from home or buy a hot lunch from the cafeteria.
- ✓ Gum is not allowed at any time in detention. Food and beverages are not allowed during Wednesday extended detention other than lunch time.
- ✓ Writing on or defacing school property in the detention room will not be allowed. Disciplinary action will be imposed per the student discipline handbook.
- ✓ Outbursts, talking, whispering, sleeping, laying head down, leaning on walls and passing notes will not be allowed.
- ✓ Students will be required to turn in any electronic devices to the ISS supervisor when entering the Student Support Center.
- ✓ If a student needs assistance, he/she shall raise their hand and wait to be recognized.
- ✓ Any kind of verbal abuse or disrespect aimed at other students or the detention personnel will not be tolerated and will result in additional disciplinary action as outlined in the disciplinary handbook.
- ✓ Any violation of the above rules will result in disciplinary action and may result in out-of-school suspension.

## **GENERAL CORRECTIVE ACTION**

As a general rule corrective action is a progressive process. District staff members are expected to use corrective action that is reasonably calculated to modify inappropriate student behavior. If student behavior is not then modified in an appropriate fashion, staff may employ actions or sanctions not previously imposed in order to correct behavior.

### ***Students with Disabilities***

Students with disabilities are subject to the same rules of student conduct and corrective action procedures as other students. However, when a proposed action constitutes a significant change in placement, the procedures outlines in Appendix B, page 25, shall be followed.

### ***Discipline*** (refer to definition on page 4)

Discipline may be imposed upon a student for violation of the rules of the school district, subject to the following limitations:

1. No form of discipline shall be enforced in such a manner as to prevent a student from accomplishing specific academic grade, subject, or graduation requirements.
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 the student's attendance and/or participation is related to the instructional objectives or goals of the particular course and the student's attendance has been identified by the teacher pursuant to policy of the school district as a basis for grading, in whole or in part, in the particular subject or course.

### ***Corporal Punishment***

Corporal punishment is not authorized in the public schools of Washington State.

### ***Suspension***

A suspension may be imposed upon a student for violation of school district rules, subject to the following limitations:

1. 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 as a general rule, no student will be suspended unless another form of corrective action reasonably calculated to modify his or her conduct has previously been imposed upon the student as a consequence of misconduct of the same nature.
3. No student subject to compulsory attendance shall be suspended for unexcused absences unless the school has first imposed an alternative corrective action reasonably calculated to modify his or her conduct and in addition:
  - a. Provided notice to the student's parent in writing (in the primary language of the parent) that the student has failed to attend school without valid justification.
  - b. Scheduled a conference with the parent and the student at a reasonably convenient time and place to analyze the causes for the student's absence to determine whether the student should be made a focus of concern for placement in special education or other special program designed for the student's educational success.
  - c. Taken steps to reduce the student's absences which includes, where appropriate in the judgment of school officials and after discussion with the parent and student,

adjustments to the student's school program, or school or course assignment or assisting the student or parent to obtain supplementary services that might reduce the cause for the student's absences.

4. No student in grades five and above shall be subject to short-term suspensions for more than a total of fifteen school days during any single semester and no single long-term suspension shall be imposed in a manner which causes the student to lose academic grades or credit for in excess of one semester during the same school year.
5. Any student subject to short-term suspension will serve that suspension up to 5 days as ISS and shall be provided the opportunity 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). Arrangements will be made daily for students to get their assignments.
6. Any student who has been suspended shall be allowed to make application for re-admission at any time.
7. All suspensions and the reasons therefore must be reported in writing to the superintendent within 24 hours after the imposition of the suspension.
8. Notwithstanding any other provision of this Handbook to the contrary, certificated staff members are empowered to exclude any student who creates a disruption of the educational process in violation of building disciplinary standards from their classroom for all or any part of the school day or until the certificated staff member has conferred with the principal, whichever occurs first. Prior to excluding a student, except in emergency circumstances, the teacher shall have attempted one or more corrective actions. In no case shall an excluded student be returned for the balance of a period without the consent of the teacher.

### ***Short-Term Suspension Prior Conference Required***

Prior to the short-term suspension of any student, a conference must be conducted with the student. At this conference:

1. An oral or written explanation of the alleged misconduct and rule violations must be provided to the student;
2. An oral or written explanation of the evidence in support of the allegations must be provided to the student;
3. An oral or written explanation of the corrective action which may be imposed shall be provided to the student;
4. The student shall be provided the opportunity to present an explanation regarding the alleged misconduct.

In the event a short-term suspension is to exceed one calendar day, the parent of the student must be notified of the reason for the student's suspension and the duration of the suspension orally and/or by letter deposited in the mail as soon as reasonably possible. This notice shall also inform the parent of the right to an informal conference and that the suspension may possibly be reduced as a result of such a conference.

### ***Grievance Procedure for Discipline Action and Short-Term Suspension***

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

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

If the issue is not resolved, the student or parent, upon giving two school business days' prior notice to the superintendent's office, shall 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 shall notify the student and parent of its response to the grievance within ten school business days after the date of the meeting.

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

### ***Notice of Long-Term Suspension***

Prior to the long-term suspension of a student, a written notice of an opportunity for a hearing shall be delivered in person or by certified mail to the student and parent. This notice shall be in the primary language of the student and parent and it shall:

1. Specify the student's alleged misconduct and the school district rule alleged to have been violated;
2. Set forth the corrective action proposed by the district and the right of the student or parent to a hearing for the purpose of contesting the allegations;

3. Inform the student and parent that a written request for such a hearing must be received by a designated school district employee on or before the expiration of the third school business day after their receipt of the notice;
4. Indicate that if such a timely request is not received, that the right to a hearing may be deemed waived and the proposed long-term suspension may be imposed without further opportunity for the student or parent to contest the matter;

A schedule of "school business days" potentially applicable to the exercise of such a hearing right shall be included with the notice.

The student or parent must request such a hearing within three school business days after the date of their receipt of the long-term suspension notice. If a timely request for a hearing is not received, the school district may consider the student and parent to have waived the right to a hearing and the proposed long-term suspension may be imposed.

### ***Expulsion***

A student may be expelled for violation of school district rules subject to the following limitations:

1. The nature and the circumstances of the violation must reasonably warrant the harshness of expulsion.
2. No student shall be expelled unless other forms of corrective action reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action would fail if employed.
3. No student shall be expelled by reason, in whole or in part, of one or more unexcused absences unless the school district has also first:
  - a. Provided notice to the student's parent in the primary language of the parent that the student has failed to attend school without valid justification.
  - b. Scheduled a conference with the parent and the student at a time and place reasonably convenient to all involved to analyze the cause of the student's absence and to determine whether the student shall be made a focus of concern for placement in a special education or other special program designed for the student's educational success.
  - c. Taken steps to reduce the student's absence which include, where appropriate in the judgment of school officials and after discussion with the parent and student, adjustment of the student's school program or school course assignment or by assisting the student or parent to obtain supplementary services that might reduce the cause for the student's absence.
4. All expulsions and the reasons therefore must be reported in writing to the superintendent within 24 hours after the imposition of the expulsion.

### ***Notice of Expulsion***

Prior to the expulsion of a student, a written notice of an opportunity for a hearing shall be delivered in person or by certified mail to the student and to parent. This notice shall be in the primary language of the student and parent and it shall:

1. Specify the student's alleged misconduct and the school district rule alleged to have been violated;



2. Set forth the corrective action proposed by the district and the right of the student and parent to a hearing for the purpose of contesting the allegations;
3. Inform the student and parent that a written request for such a hearing must be received by a designated school district employee on or before the expiration of the third school business day after their receipt of the notice;
4. Indicate that if such a timely request is not received, that the right to a hearing may be deemed waived and the proposed expulsion may be imposed without further opportunity for the student or parent to contest the matter;

A schedule of "school business days" potentially applicable to the exercise of such a hearing shall be included with the notice.

The student or parent must request such a hearing within three school business days after the date of their receipt of the expulsion notice. If a timely request for a hearing is not received, the school district may consider the student and parent to have waived the right to a hearing and the proposed expulsion may be imposed.

#### ***Hearing Process for Long-Term Suspension or Expulsion***

If a timely request for a hearing is received, the school district shall schedule a hearing to commence within three school business days after the date upon which the hearing request was received by the District. The student and parent shall have the right to inspect in advance of the hearing any documentary and other physical evidence the school district intends to introduce at the hearing.

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

The school district's representative assigned to present the district's case shall have the right to inspect in advance of the hearing any documentary and other physical evidence which the student or parent intends to introduce at the hearing.

The hearing officer assigned by the District to hear the case shall not be a witness in the case, and the truth of the allegations shall be determined solely on the basis of the evidence presented at the hearing. Either a tape recorded or verbatim record of the hearing shall be made. A written decision by the hearing officer setting forth the findings of fact, conclusions and the nature and duration of the long-term suspension/expulsion or lesser form of corrective action to be imposed, if any, shall be provided to the student's legal counsel or if none, to the student and parent.

## **EMERGENCY ACTIONS**

### ***Emergency Removal from a Class, Subject or Activity***

A student may be removed immediately from a class, subject or activity by a school employee 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 personnel or an immediate and continuing threat of substantial disruption of the class, subject, activity or educational process of the student's school. Such a removal shall continue only until the danger or threat ceases or until the principal/designee acts to impose appropriate discipline. The principal/designee shall meet with the student as soon as reasonably possible following the student's removal and take appropriate corrective action. In no case shall the student's opportunity for such a meeting be delayed beyond the commencement of the next school day. Prior to or at the time any such student is returned to the class or activity from which the student was removed, the principal/designee shall notify the school employee who removed the student of the action which has been taken.

### ***Emergency Expulsion***

A student may be expelled immediately by the principal in emergency situations if the principal 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 the immediate and continuing threat of substantial disruption to the educational process. An emergency expulsion shall continue until rescinded by the principal or until modified or reversed pursuant to the hearing process set forth below or the appeal process set forth in Part VI.

### ***Emergency Expulsion Notice of Hearing***

The student and parent shall be notified of the emergency expulsion of a student and of their opportunity for a hearing as follows:

1. By hand delivering a written notice to the student's parent within 24 hours of the expulsion and by documenting same with either a signed acknowledgment of receipt or a written certification by the person making the delivery, or by a certified letter deposited in the mail within 24 hours of the expulsion. If the notice is by certified letter, reasonable attempts shall be made to notify the student and parent by telephone or in person as soon as is reasonably possible.
2. If the emergency expulsion is based on a failure to comply with the state immunization law, WAC 180-38, the notice must be received by the student's parent prior to the emergency expulsion regardless of the method of delivery.

Such written or oral notice shall:

1. Be in the primary language of the student and parent to the extent feasible;
2. Specify the alleged reason(s) for the emergency expulsion;
3. Set forth the corrective action taken and proposed;
4. Set forth the right of the student and parent to a hearing for the purpose of contesting the allegations as soon as reasonably possible;
5. Set forth the fact that a request for a hearing must be received by the district on or before the tenth school business day after receipt of the notice;

6. State that if such a timely request is not received, that the right to a hearing may be considered waived and the emergency expulsion may be continued as deemed necessary without any further opportunity for the student or parent to contest the matter;

A schedule of school business days potentially applicable to the exercise of such hearing right shall be included with the notice.

### ***Emergency Expulsion Hearing Process***

If a timely request for a hearing is received the school district shall immediately schedule and give notice of a hearing to commence as soon as reasonably possible, but not later than the third school business day after the District's receipt of the request for the hearing.

At this hearing the student and parent shall have the right to inspect in advance of the hearing any documentary or other physical evidence the school district intends to introduce at the hearing, to be represented by legal counsel, to question and confront witnesses, to present an explanation of the alleged misconduct, and to make such relevant showings by way of witnesses and the introduction of evidence as desired.

The school district representative assigned to present the district's case shall have the right to inspect in advance of the hearing any documentary or other physical evidence the student or parent intend to introduce at the hearing.

The hearing officer assigned to hear the case shall not be a witness, and the truth of the allegations shall be determined solely on the basis of the evidence presented at the hearing. Either a tape recorded or verbatim record of the hearing shall be made.

Within one school business day after the date upon which the hearing concludes, a decision as to whether the expulsion shall be continued shall be rendered by the hearing officer. The student's legal counsel, or if none, the student and parent shall be notified of the decision thereof by depositing a certified letter in the United States mail. The decision shall set forth the findings of fact, the conclusions (including a conclusion as to whether or not the emergency situation giving rise to the emergency expulsion still exists), and whether or not the emergency expulsion shall be continued or a lesser form of corrective action is to be imposed.

An emergency expulsion may be continued following the hearing on the basis that the emergency situation continues and/or as corrective action for the actions giving rise to the emergency expulsion in the first instance.

## **APPEALS TO SCHOOL BOARD**

### ***Notice***

Appeals from hearing officer decisions imposing either a long-term suspension or an expulsion shall be governed as follows:

1. The student and parent shall have the right to appeal the hearing officer's decision to the school board. Notice indicating that the student and parent desire to appeal the hearing officer's decision shall be made to the office of the school district superintendent or the office of the hearing officer within three school business days after the date of receipt of the hearing officer's decision. Such notice of appeal must be in writing.
2. If such an appeal is not taken, the long-term suspension or expulsion decided upon may be imposed as of the calendar day following the expiration of the three-school-business-day appeal period.
3. If a timely appeal is taken to the board of directors, the imposition of the suspension or expulsion shall not be imposed until the appeal is decided; provided, that an emergency expulsion that is continued by the hearing officer need not be interrupted or stayed if the decision rendered includes a conclusion that the student continues to impose an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process of the student's school.

### ***Hearing with the School Board***

If a timely notice of appeal to the school board is received, the Board shall schedule and hold an informal conference to review the matter within ten school business days after the date of receipt of such appeal notice. The purpose of this meeting shall 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, or legal counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the Board deems reasonable. The Board shall 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 school business days after the date of the informal conference; or
2. Schedule and hold a hearing to hear further arguments based on the record before the Board and render its decision within 15 school business days after the date of the informal conference; or
3. Schedule and hold a meeting within ten school business days after the date of the informal conference for the purpose of hearing the case de novo.

In the event the school board elects to hear the appeal de novo, the following rights and procedures shall govern the proceedings:

At the de novo hearing, the student and parent shall have the right to inspect in advance of the hearing any documentary or other physical evidence the school district intends to introduce at the hearing, to be represented by legal counsel, to question and confront witnesses, to present an explanation of the alleged misconduct, and to make such relevant showings by way of witnesses or the introduction of evidence as desired.

The school district representative assigned to present the district's case shall have the right to inspect in advance of the hearing any documentary or other physical evidence the student or parent intends to introduce at the hearing.

Either a tape-recorded or verbatim record of the hearing shall be made.

Any decision by the school board to impose or to affirm, reverse or modify the imposition of discipline, suspension or expulsion upon a student shall 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.

## **APPLICATION FOR READMISSION**

Any student who has been suspended or expelled shall be allowed to make application for readmission at any time. If a student desires to be readmitted to the school from which the student has been suspended or expelled, the student shall submit a written application to the principal, who shall recommend admission or non-admission to the superintendent. If a student wishes admission to another school, the student shall submit the written application to the superintendent. The application shall include:

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

The superintendent shall, in writing, advise the parent and student of the decision within seven school days of the receipt of such application.

The superintendent may designate school employees to consider the application and make recommendations concerning the readmission request. Readmission, if appropriate, may be conditioned upon drug/alcohol assessments and such other measures as may be deemed appropriate by the superintendent.

**CRESCENT SCHOOL DISTRICT  
STUDENT CONDUCT ON BUSES**

The driver is in full charge of the bus and students must obey the driver promptly. In addition to school-wide corrective action for any infractions outlined below, student misconduct on a bus may also be sufficient reason to discontinue providing bus transportation to those students involved. Parents of students damaging school buses will be responsible for proper reimbursement to the school district.

**SCHOOL BUS DISCIPLINE**

**STEP 1: VERBAL WARNING**

**STEP 2: WRITTEN REFERRAL – CALL PARENTS**

**STEP 3: WRITTEN REFERRAL – SCHOOL-WIDE DISCIPLINE**

1. Students shall ride their regularly assigned bus at all times, unless permission has been granted by the school authorities. School authorities should verify with the drivers the availability of extra seating space and should not issue bus passes for non-regular riders if it will cause standees on the bus.
2. No student shall be permitted to leave the bus except at that student's regular stop without a note from the parent or guardian submitted to and approved by the office.
3. Students may be assigned a seat in which they will be seated at all times, unless permission to change is given by the driver.
4. Students must speak quietly.
5. Students must dispose of trash in the trash box.
6. No student will smoke or light matches on a school bus.
7. No student shall eat or drink on the bus without permission from the driver.
8. No student shall open a window on the school bus without first getting permission from the bus driver.
9. Students shall not at any time extend their head, hands, or arms out of the windows, whether the school bus is in motion or standing still.
10. Students must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, any type of firearms, knives, straps or pins extending from their clothing. Also, animals are not permitted on the bus, except for "seeing eye" dogs.
11. Students are responsible for keeping their books and personal belongings out of the aisle. Special permission must be granted by school authorities to transport any large items.
12. No student will be allowed to talk to the driver more than necessary.
13. No student shall sit in the driver's seat, nor shall any student be to the immediate left or right of the driver.
14. Students are to remain seated while the bus is in motion and are not to get on or off the bus until directed to do so by the bus driver.

15. Students must leave the bus in an orderly manner and must obey the direction of the school bus driver on bus duty. When boarding or leaving the bus, students should be in view of the driver at all times.
16. Students must cross in front of the school bus. Students are not allowed to cross the highway to board or leave the bus unless accompanied by a parent/guardian.
17. Students must not stand or play in the roadway while waiting for the bus. Students should leave home early enough to arrive at the bus stop before the bus is due.
18. Self-discipline should be exercised by students at the bus loading area. Students should refrain from pushing and shoving other students.
19. In the event of an actual emergency, emergency exit procedures must be followed. Such procedures will be reviewed and practiced during emergency exit drills.
20. Misconduct:
  - a) Serious cases of misconduct which create unsafe conditions will result in temporary suspension of the offending student.
  - b) Student misconduct on a bus may be sufficient reason to discontinue providing bus transportation to those students involved.

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***Discipline***

A student with disabilities is subject to the same procedures for administering discipline as a non-disabled student.

***Expulsion, Emergency Expulsion, and Suspension***

Procedures outlined in this handbook are applicable when the action proposed does not constitute a "significant change in placement" as defined in policy interpretations of the Office of Civil Rights (OCR) of the United States Department of Education. Under OCR policy, an exclusion, suspension or expulsion of a student with a disability for an indefinite period, or for more than ten consecutive school days, constitutes a significant change in placement. Further, a series of short or long term suspensions or expulsions (i.e., each less than ten days) that total more than ten days during a school year may constitute a significant change in placement. Factors that OCR considers in determining whether such a series of exclusions constitute a significant change in placement include the total number days excluded, the proximity of the exclusions in time, and the length of each exclusion.

***Procedures for Conducting Reevaluation***

When considering the imposition of a suspension or expulsion of a student with disabilities which constitutes a significant change in placement, a multidisciplinary team meeting must be held prior to imposing the action or before the action(s) have caused emergency exclusion of the student for more than ten school days as stated above. The meeting must comply with the following criteria:

A. Persons to be present must be:

1. Knowledgeable about the particular student who is the subject of the contemplated action; and
2. Knowledgeable about the meaning of the evaluation data regarding the student, the data being drawn from a variety of sources; and
3. Knowledgeable about placement options available.

B. The purpose of the meeting will be to:

1. Determine whether the student's behavior is an element of or related to the student's disability; and
2. Determine whether the student's behavior is the result of an inappropriate placement; and
3. Consider the action to be taken.

C. In making a decision as to whether a student with disabilities behavior is related to the disability, a multidisciplinary team shall consider:

1. Assessments performed to determine the student's eligibility and need for special education;
2. Anecdotal reports from the student's regular and special education teachers;

3. Data from reviews of the student's current and past individualized education plan (IEP), goals and objectives, and ongoing evaluation of the student's performance which the district maintains pursuant to WAC 392-172A-05180 through 05245;
  4. A description of the student's violation of student conduct rules in sufficient detail to identify:
    - a. Specific details of the violation;
    - b. Specific events leading up to and immediately following the violation, including the student's reactions; and
    - c. Possible causal factors.
  5. Each member of the multidisciplinary team will, with a reasonable degree of professional certainty, conclude and document in writing one of the following:
    - a. That sufficient information exists to make a determination of whether or not there exists a causal relationship between the violation and the student's disabling condition; or
    - b. That insufficient evidence exists to make a determination whether or not there exists a causal relationship between the violation and the student's disabling condition and that a reassessment pursuant to WAC 392-172A-05140 through 05175 must be initiated to gather the necessary information to determine a causal relationship between the behavior and the student's disabling condition.
  6. When sufficient information is available to the multidisciplinary team, the team must document one or more of the following conclusions:
    - a. That the violation is not the result of the disabling condition and that regular disciplinary action pursuant to WAC 392-400-235 may be taken; or
    - b. That the violation is the result of the disabling condition; or
    - c. That the violation is or is not related to an inappropriate program/placement.
  7. If the violation is determined to be the result of the disabling condition and/or inappropriate placement, the multidisciplinary team shall determine one or more of the following:
    - a. That there is a need for further assessment as appropriate;
    - b. That there is a need to make recommendations to the individual educational plan committee for changes in placement or program including special education and related services;
    - c. If necessary, a change in placement for evaluation purposes can be invoked during the period of time the new placement or program is being developed if consent is obtained from the parents.
- D. Following the meeting, written notice will be provided to the parent which includes:
1. Date, time and place of the group meeting;
  2. Members of the group meeting;
  3. Sources of information used in reaching the decision(s);
  4. The decision(s) regarding the relationship of the disability to the behavior, the appropriateness of the placement, and the proposed action or sanction;
  5. Notice of the right to an I.D.E.A. (Individuals with Disabilities Education Agency) or Section 504 due process hearing appeal in cases where the parent disagrees with any of the above decisions.

### ***Obligations to Students Pending Hearing***

During the time period from the initiation of a request for an I.D.E.A./Section 504 due process hearing through the appeal process, the district is required to continue providing educational services to a disabled student in the same placement ("stay put") as was agreed to prior to the request for hearing, unless parental consent in writing for any change is obtained.

### ***Emergency Expulsion***

Notwithstanding the above requirements, the district may seek a temporary restraining order to exclude a dangerous or disruptive student from school beyond the ten-day limit even if the behavior is attributable to the student's disability. This restraining order must be obtained before the ten-day limit is passed. The district is required to continue providing educational services to the student during the period of exclusion. However, these services may not have to be provided within the school. If an emergency expulsion occurs, the principal should attempt to have a student due process appeal hearing completed, with appropriate prior parental notice before seeking a restraining order so that the court will have such decision confirming the danger caused by the student as evidence for obtaining the temporary restraining order. (Remember that all of this must be completed before the ten-day limit is passed). The principal of the school imposing the court approved exclusion will assign appropriate staff to plan, supervise and evaluate educational services in home or community settings according to a written plan. The district's obligation to develop an appropriate program and placement continues during the period of the temporary restraining order, if successfully obtained.

**CRESCENT SCHOOL DISTRICT  
CO-CURRICULAR ACTIVITIES GUIDELINES**

**APPENDIX C**

***Criminal Charges***

Students will be suspended from participating in co-curricular activities while under law enforcement charges and/or investigation of any kind.

***Substance Abuse***

Coaches and advisors realize the growing need to help students involved in substance abuse. Substance abuse, for purposes of co-curricular activities shall be defined as the abuse of drugs, smoking and/or chewing tobacco or use of alcohol at any time, day or night, on or off campus. Also note that:

- Criminal conviction is not necessary for the purposes of these guidelines.
- Substance abuse is a violation of the co-curricular eligibility requirements.
- Possession, use, or sale of controlled substances or alcohol during school hours or at school functions shall be subject first to the corrective action procedures contained in other sections of this handbook and then to the procedures in this section.
- Conviction for or preponderance of evidence of the sale or distribution of a controlled substance will result in the loss of eligibility for one year.

Possession of, or use of, alcohol, tobacco, or tobacco products shall be treated in the following manner:

<b>Offense</b>	<b>Consequence</b>
1.	<ul style="list-style-type: none"> <li>• One-week (7 consecutive days) exclusion from participation in all school events but, where applicable, student may continue to practice with group.</li> <li>• Student must submit to evaluation for chemical dependency before regaining eligibility. Students found to be chemically dependent must participate in treatment to continue participation in the activity after their exclusion.</li> <li>• Coach/Advisor/Athletic Director/Parent /Student conference.</li> </ul>
2.	<ul style="list-style-type: none"> <li>• Two-week (14 consecutive days) exclusion from participation in all school events but, where applicable, student may continue to practice with group.</li> <li>• Student must participate in treatment program until released by a professional.</li> <li>• Coach/Advisor/Athletic Director/Parent /Student conference.</li> </ul>
3.	<ul style="list-style-type: none"> <li>• Loss of eligibility for remainder of the school year.</li> </ul>

A student will be put on eligibility probation for one full calendar year from date of last infraction. A student beginning an activity for the first time each year will be on probation if they were on a step during their previous school year. The first infraction while on probation places the student on the same step from the previous year and the consequences are assessed. If a student on probation commits no infractions during the probationary year, the student will start the following school year as if there were no previous infractions. Students excluded from participation may not use district transportation to co-curricular events.

Illegal possession and/or use of drugs shall be considered a violation of the eligibility code and standards of the WIAA, and shall subject the student to disciplinary actions. The following penalties will be administered:

<b>Offense</b>	<b>Consequence</b>
1.	Students shall be immediately ineligible for co-curricular activities for the remainder of the season. Ineligibility shall continue until the next co-curricular activity in which the student wishes to participate. In order to be eligible to participate in the next co-curricular season, the student shall meet with the school eligibility board consisting of coaches/advisors and administrators selected by the principal, to request approval to participate. The school eligibility board will recommend to the principal appropriate action to be taken in the student's case. The school principal shall have the final authority as to the student's participation in the co-curricular activity.

	A student who seeks and receives help for a problem with use of illegal drugs shall be given the opportunity for assistance through the school and/or community agencies. In no instance shall participation in a school and/or community approved assistance program excuse a student from subsequent compliance with this regulation. However, successful utilization of such an opportunity or compliance with school code of conduct by the student may allow him/her to have eligibility reinstated in the co-curricular activity, pending recommendation by the school eligibility authority.
2.	A student who again violates the prohibition on illegal possession and/or use of drugs shall be ineligible for any co-curricular activity for a period of one calendar year from the date of the second violation.
3.	A student who violates for a third time the prohibition on illegal possession and/or use of drugs shall be permanently ineligible for co-curricular activities.