

Lake Washington School District

Discipline Policies

Progressive Discipline

The school encourages progressive discipline to correct undesirable/unacceptable behavior, attendance, or attitude problems whenever reasonably possible. Progressive discipline is the process used to correct student behavior problems and teach the student to function in an acceptable manner.

Progressive discipline attempts to relate the imposed disciplinary action or intervention to the severity of the offense and the number of times that offense (or accumulated offenses) has occurred. Students who violate a rule the first time face disciplinary action commensurate with the violation. Second violations will result in stronger disciplinary action. Repeated violations may result in severe disciplinary action or suspension. At each intervention step, the intention is to assist the student in identifying the problem, understanding what new behavior is necessary, and encouraging him/her to accept responsibility for his/her actions.

The goal of the progressive discipline approach in the Lake Washington School District is to encourage the students to:

- Correct inappropriate or unacceptable behavior;
- Develop better understanding of the problem and the need for behavior change;
- Accept responsibility for their actions;
- Make the necessary or desirable change in their behavior;
- Provide and opportunity to demonstrate improvements and personal growth, and;
- Plan for and make appropriate choices conducive to school success.

Discipline procedures range from conferencing with students, parents and/or guardians to suspension and expulsion. Definitions related to these different options include:

Discipline: Any form of corrective action taken other than suspension and expulsion. This may include community service (CS), exclusion from class during the school day, after school detention, restitution, assessment/counseling as appropriate.

Suspension: Denial of right of attendance for a specific amount of time; short-term

suspensions (STS) are for no more than ten consecutive school days; long-term suspensions (LTS) exceed ten consecutive school days.

Expulsion: Denial of right of attendance for an indefinite amount of time will be used only when the nature and circumstance reasonably warrant the harshness of expulsion.

Emergency Expulsion (EE): When the student's presence imposes an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption to the educational process. An emergency expulsion may be imposed to allow administrators to fully investigate the situation and impose any appropriate disciplinary or corrective action.

Students who create a disruption of the educational process in violation of our building standards may be excluded from a classroom for all or any portion of the school day. Students may be excluded for longer periods if they repeatedly disrupt the learning of other students. Students who repeatedly violate school policies are a concern, and the frequency with which they violate school rules is often of equal or greater concern than individual violations. Because of this, discipline is based on the cumulative effects of these acts.

While administrators normally apply the concept of progressive discipline in working with our students to bring about changes in inappropriate/unacceptable behavior, there may be situations where progressive discipline is not appropriate and prudent. In such cases, Lake Washington School District reserves the right to immediately suspend or expel where exceptional misconduct is involved (i.e., conduct that is so frequent in nature or as serious in nature in terms of the disruptive effect upon the operation of the school as to warrant an immediate suspension or expulsion). This may also apply to students who have committed serious violations or acts in the community and may pose a threat or disruption to other students at school. A suspension from school may be appealed. The student will be informed of the process at the time a suspension occurs. Parents will be notified of the suspension by mail.

EXCEPTIONAL/SERIOUS MISCONDUCT AND DISCIPLINE

Any conduct, which materially and substantially interferes with the educational process, is prohibited. However, the following infractions have been judged so serious in nature and/or so serious in terms of disruptive effect upon the operation of the school that students may be subject to an emergency expulsion and/or suspension (short term or long term) for a first time offense. Because each situation is handled individually, administrators have the discretion to use other alternative forms of discipline if they so decide. This may include restitution for property damage or loss, and /or restitution to victims if appropriate. All of

the behaviors listed below in the summary chart are specifically prohibited on school grounds, on school-sponsored transportation (including authorized school bus stops), at school events off school grounds, or off-campus if disruptive affects result at school. Law enforcement may be informed.

| Violation | Definition | Consequence |
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| Arson | Lighting a fire, causing any fire to be started, setting fire to school property or falsely setting off a fire alarm. | 1st Offense <ul style="list-style-type: none"> • EE/LTS, Police Report |
| Assault (Resulting in Bodily Harm) | Inflicting physical harm. | 1st Offense <ul style="list-style-type: none"> • EE/LTS, Police Report |
| Disruptive Behavior | Behavior that materially or substantially interferes with or is detrimental to the orderly operation of school, school sponsored events or any other aspect of the educational process. Behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school may be subject to discipline. | 1st Offense: <ul style="list-style-type: none"> • EE, STS or LT 2nd Offense: <ul style="list-style-type: none"> • EE, STS, or LTS |
| Drugs/Alcohol Possession Use Paraphernalia | Possession, use, or being under the influence of drugs/alcohol on school grounds or during school sponsored events; including prescription drugs beyond a daily dose and over the counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such. | 1st Offense: <ul style="list-style-type: none"> • STS EE/LTS and Assessment 2nd Offense: <ul style="list-style-type: none"> • EE/LTS |

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| <p>Drugs/Alcohol</p> <p>Sell Buy Transfer</p> | <p>Transfer or sale on school grounds or during school sponsored events. Includes illegal drugs, controlled substances, and combinations or amounts of over-the-counter drugs that could be seriously harmful, or any substance represented as such.</p> | <p>1st Offense:</p> <ul style="list-style-type: none"> • EE/LTS |
| <p>Firearms</p> | <p>Possession, threat to use or use of a firearm.</p> | <p>1st Offense:</p> <ul style="list-style-type: none"> • EE • Permanent expulsion from the LWSD • ROA (referral to an outside agency) • Conference • Police Contact |
| <p>Harassment, Intimidation, Bullying, Disrespect</p> | <p>Harassment (verbal, physical, visual) /Intimidation/Bullying/Disrespect: Derogatory remarks, phrases, gestures, teasing etc., which demeans the race, ethnic background, gender or individuality (e.g. character, sexual orientation, physical appearance) of a person, or inappropriate touching. Also: words, actions, or electronic communications that create a hostile environment or disrupt school operations.</p> | <p>1st Offense:</p> <ul style="list-style-type: none"> • Conflict Mediation and/or STS, LTS, EE <p>2nd Offense:</p> <ul style="list-style-type: none"> • IHS, STS, LTS, EE <p>3rd Offense:</p> <ul style="list-style-type: none"> • STS, LTS, EE |
| <p>Other Weapons and Explosives</p> | <p>Possession, threat to use or use of other dangerous weapons (or replica weapons) i.e. knives, BB guns, paintball guns, martial arts weapons, explosives,</p> | <p>1st Offense:</p> <ul style="list-style-type: none"> • EE • STS to LTS |

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| | incapacitating agents, laser devices or any other item which can inflict or threaten substantial harm or which can be perceived by others as a weapon. | <ul style="list-style-type: none"> • ROA (referral to an outside agency) • Conference • Police Contact <p>2nd Offense:</p> <ul style="list-style-type: none"> • EE • LTS • ROA (referral to an outside agency) • Conference • Police Contact |
| Sexual Harassment | Unwelcome sexual comments, jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual or physical advances, unwanted touching, stalking, or gestures specific to an individual's gender. | <p>1st Offense:</p> <ul style="list-style-type: none"> • Conflict Mediation and/or STS, LTS, EE <p>2nd Offense:</p> <ul style="list-style-type: none"> • IHS, STS, LTS, EE <p>3rd Offense:</p> <ul style="list-style-type: none"> • STS, LTS, EE |
| Threats | To express an intent to inflict injury or cause harm, to intimidate verbally, by use of hand signs, in writing or on a computer or other electronic device. Words or actions intended to inflict mental or physical harm are not allowed. | <p>1st Offense:</p> <ul style="list-style-type: none"> • STS, LTS and/or EE <p>2nd Offense:</p> <ul style="list-style-type: none"> • LTS and EE |

Other Forms of Misconduct and Discipline

| Violation | Definition | Consequence |
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| Academic Dishonesty | Any student who knowingly submits work of others represented as his/her own shall be considered to have engaged in academic dishonesty. Academic dishonesty also includes the aiding and abetting of academic dishonesty of others. | <p>1st Offense</p> <ul style="list-style-type: none"> • Loss of credit • Parent contact <p>2nd Offense</p> <ul style="list-style-type: none"> • Loss of credit for semester • STS/LTS |
| Alteration of Records | A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action. | <p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS • Parent Contact • Police Contact |
| Assault | A student shall not perform physical, written or verbal violence toward another person causing fear or harm. | <p>1st Offense</p> <ul style="list-style-type: none"> • EE//STS/LTS, Police Contact <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS, Police Report |
| Dress Code | Student dress shall be conducive to the educational environment. A health or safety hazard shall | <p>1st Offense:</p> <ul style="list-style-type: none"> • Change clothes |

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| | <p>not be presented by the student's dress or appearance; damage to school property shall not result from the student's dress; the student's dress or appearance shall not create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activity or activity that violates school regulations.</p> <hr/> | <ul style="list-style-type: none"> • Parent contact • EE/STS/LTS <p>2nd Offense:</p> <ul style="list-style-type: none"> • EE/STS/LTS |
| Endangerment of Others | <p>A student shall not act in a manner that endangers student, staff, or community members.</p> | <p>1st Offense:</p> <ul style="list-style-type: none"> • EE/STS/LTS <p>2nd Offense:</p> <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact |
| Extortion/Blackmail & Coercion | <p>A student shall not extort or attempt to extort any item, information or money.</p> | <p>1st Offense:</p> <ul style="list-style-type: none"> • EE/STS/LTS and Assessment <p>2nd Offense:</p> <ul style="list-style-type: none"> • EE/LTS |
| Fighting | <p>A student shall not engage in physical altercation with one or more other persons. This includes instigating a fight or contributing to the likelihood of a fight developing.</p> | <p>1st Offense:</p> <ul style="list-style-type: none"> • EE/STS/LTS <p>2nd Offense:</p> <ul style="list-style-type: none"> • EE/LTS |
| Forgery | <p>A student shall not engage in copying, plagiarizing, falsifying</p> | <p>1st Offense</p> <ul style="list-style-type: none"> • IHS |

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| | materials, signatures and/or other information or objects. | <ul style="list-style-type: none"> • Parent contact • EE/STS/LTS <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS |
| Gambling | A student shall not engage in acts which involve the exchange of money or other items through games of chance or encouraging other students to gamble | <p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/ <p style="text-align: center;">Community Service</p> <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS |
| Gang Related Behavior/Actions | Committing a school infraction or criminal act as a group of three or more persons or displaying signals, signs, symbols, or wearing clothing that is associated with gang activities. | <p>1st Offense:</p> <ul style="list-style-type: none"> • STS/LTS • Police Intervention <p>2nd Offense:</p> <ul style="list-style-type: none"> • STS/LTS • Police Intervention <p>3rd Offense:</p> <ul style="list-style-type: none"> • LTS/Expulsion • Police Intervention |
| Hazing | A student shall not participate in or fail to report known activity that demeans, abuses, or violates members or potential members of a team or club individuals. | <p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS |
| Illegal Acts | A student shall not engage in the commission of any illegal or criminal act. This includes the possession or distribution of illegal or inappropriate materials or images including sexual images on cell phones or other electronic devices. | <p>1st Offense:</p> <ul style="list-style-type: none"> • Mediation and/or STS, LTS, EE • Police Report |

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| <p>Immediate Danger and Disruption</p> | <p>If a student's presence poses an immediate and continuing danger to the student, other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process, that presence is not permitted.</p> | <p>1st Offense:</p> <ul style="list-style-type: none"> • EE.STS/LTS/or E • Conference • Police Contact <p>2nd Offense:</p> <ul style="list-style-type: none"> • EE/LTS/or E • Conference • Police Contact |
| <p>Interfering with a School Investigation</p> | <p>Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event.</p> | <p>1st Offense:</p> <ul style="list-style-type: none"> • STS, LTS and/or EE |
| <p>Multiple/Accumulated Offenses</p> | <p>A student may be disciplined for the commission of multiple or accumulated offenses.</p> | <p>1st Offense</p> <ul style="list-style-type: none"> • STS/LTS |
| <p>Negative Community Action</p> | <p>Washington State Law provides for the implementation of school discipline for actions performed outside of school that may adversely affect the educational environment of the school. Examples include, but are not limited to, acts of vandalism, theft, assault, and harassment occurring off-campus.</p> | <p>1st Offense:</p> <ul style="list-style-type: none"> • STS/LTS/E <p>2nd Offense:</p> <ul style="list-style-type: none"> • STS/LTS/E according to circumstances <p>3rd Offense:</p> <ul style="list-style-type: none"> • STS/LTS/E according to circumstances |
| <p>Theft</p> | <p>A student shall not steal, be involved in stealing, possess without permission, and/or sell with knowledge of or reason to know stolen property.</p> | <p>1st Offense:</p> <ul style="list-style-type: none"> • EE/STS/LTS • Restitution • Police Contact |

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| | | <p>2nd Offense:</p> <ul style="list-style-type: none"> • EE/LTS • Restitution • Police Contact |
| Tobacco | A student shall not possess, use, or distribute any tobacco product. | <p>1st Offense</p> <ul style="list-style-type: none"> • STS • Diversion <p>2nd Offense</p> <ul style="list-style-type: none"> • STS |
| Trespass/Loitering/Unauthorized Entrance | A student shall not enter or be present on school property without permission. | <p>1st Offense:</p> <ul style="list-style-type: none"> • EE/STS/LTS <p>2nd Offense:</p> <ul style="list-style-type: none"> • EE/LTS |
| Unauthorized Use of Equipment | Computers, science equipment, and laser pens, cell phones and other personal technology devices may not be used in classrooms without teacher authorization. Photographs, video and audiotapes may not be published without permission. | <p>1st Offense:</p> <ul style="list-style-type: none"> • STS /LTS • Restriction of tech privileges <p>2nd Offense:</p> <ul style="list-style-type: none"> • STS/LTS • Restriction of tech privileges, confiscation <p>3rd Offense:</p> <ul style="list-style-type: none"> • EE/STS/LTS |
| Vandalism | Destruction or defacing of school or personal property is not allowed. This includes tampering with equipment or supplies, littering, or displacing property. | <p>1st Offense:</p> <ul style="list-style-type: none"> • STS/LTS • Restitution/CS • Police intervention • Possible expulsion <p>2nd Offense:</p> <ul style="list-style-type: none"> • LTS • Restitution/CS • Police intervention • Possible expulsion |

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| | | 3rd Offense: <ul style="list-style-type: none"> • LTS • Restitution/CS • Police Intervention • Possible Expulsion |
| Vulgar or Lewd Conduct | Any lewd, indecent, vulgar, profane or obscene act or expression is prohibited. This includes swearing, spitting and obscene gestures. | 1st Offense <ul style="list-style-type: none"> • EE/STS/LTS 2nd Offense <ul style="list-style-type: none"> • EE/LTS |
| Willful Disobedience | Failure to follow reasonable requests and directions of school staff. | 1st Offense <ul style="list-style-type: none"> • STS 2nd Offense <ul style="list-style-type: none"> • LTS |
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| Short Term Suspension (STS) Emergency Expulsion (EE) Community Service (CS) Long Term Suspension (LTS) Expulsion (E) | | |